

Ventura County Occupational Outlook 1996



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County of Ventura
Workforce Development Division
Human Resources Department

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BACKGROUND

Workforce Development Division

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The Workforce Development Division (WDD) of the County of Ventura's Human Resources Department is the Grant Recipient and Administrative Entity for the Job Training Partnership Act (JTPA) of 1983. WDD is the JTPA Service Delivery Area (SDA) for Ventura County and is administered through a partnership between the County Board of Supervisors and the Private Industry Council (PIC).

WDD's focus is on business and serving our two customers, the job seeker and business employers. WDD's philosophy reflects the county's fundamental approach towards overall economic development by providing resources to business operators that will help promote economic growth and expand economic opportunities for all citizens in the county. WDD's goal is to assure better awareness among economic development professionals of WDD's commitment to the advancement of the local economy.

The result of our vision is the establishment of Business and Employment Resource Centers in key areas of the county. These centers bring together all employer and JTPA services in one-site locations in the County in order to:

- Provide access to quality Classroom and On-the-Job training programs;
- Focus on the business needs of the small employers as the "customer" and service their needs for training screened employees;
- Function as the human resource department for small employers;
- Coordinate with the county's efforts to prepare and train the welfare population for productive employment;
- Be an information and technical resource for businesses;
- Promote linkages between programs, community resources, and other businesses so that resources can be leveraged to the maximum;
- Pursue involvement with the Economic Development Collaborative-Ventura County (EDC-VC) in order to better promote job training services, the benefits of the one-stop locations, and to carry out initiatives coming to play from the industry cluster studies, education and ongoing training.

ACKNOWLEDGMENTS

Employers

WDD is very grateful to the many employers throughout the county that contributed their valuable time and information to the first Occupational Outlook Report for Ventura County.

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INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a cooperative partnership between the County of Ventura Workforce Development Division (WDD) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS). The CCOIS was initiated in 1986. In 1996, the CCOIS project was conducted in all counties in California.

Last year was the first time Ventura County participated in the CCOIS process. WDD staff, with assistance from our State CCOIS and LMID analysts, prepared the material in this report. The 25 occupations presented were selected for study by local users of occupational information that included program administrators, vocational planners and counselors, employers, and others.

Over 290 Ventura County employers were surveyed on the occupations selected for the 1996 CCOIS.

Information in the Occupational Summaries portion of this report applies specifically to Ventura County. The purpose of this report is to provide labor market information for employers, training providers, educators and other parties involved in making labor market decisions. The results in this report should also help to improve the match between the skills of the job applicants and the labor needs of Ventura County employers.

REPORT USES

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends.

Economic Development: Local government agencies and

economic development organizations will find information on the labor pool. Examples would be on occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in Ventura County's labor market area.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

PROGRAM METHODS

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by WDD staff to narrow down the list of occupations to be surveyed based upon:

- Occupations having a substantial employment base in Ventura County;
- A substantial number of projected job openings in Ventura County;
- Input from local employers, WDD staff, and local training providers.

For two of these criteria (substantial employment base and projected number of job openings), occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Ventura County. Using these tables, occupations that showed a strong projected growth rate and/or have a substantial employment base were selected.

Letters were sent to approximately 50 individuals requesting their feedback on the preliminary list of occupations. A community meeting was held with representatives of vocational program operators, educational institutions, economic development organizations, WDD staff, employers, and Labor Market Information Division (LMID) staff. With input from these representatives, occupations were dropped and others added until a final list of 25 occupations were selected. The resulting list was then forwarded to LMID for final approval. Each occupation was clearly defined to ensure that the information collected pertained to the appropriate occupations.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations that would receive questionnaires.

This sample was carefully reviewed by WDD staff. Employers were added and deleted, as appropriate, to obtain an initial sample of at least 40 employers. Exceptions were made for the following five occupations: Drafters (36), Personal and Home Care Aides (39), General Office Clerks (31), First Line Supervisor/Manager—Production (32), and Bookkeeping/Accounting Clerks (32). A minimum goal of 15 responding employers for each occupation was targeted as the goal established by the State. However, only when the employer sample was exhausted and fewer than the 15 employers ultimately responded is a lesser number allowed by the State.

QUESTIONNAIRE DEVELOPMENT AND SURVEY PROCEDURES

A basic questionnaire was used for all occupations. The WDD used the following survey procedures:

- Staff began by attempting to obtain phone numbers for each employer on the finalized list of employers proposed for the study. This involved use of the telephone book and the City Directory. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified without extraordinary efforts.
- Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- Employers willing to participate in the survey were mailed a questionnaire. Employers not responding were contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.

- All surveys were reviewed by the CCOIS coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation. Where applicable, labor unions were also contacted for specific information.
- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on the size of the firm and industry, knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce, and whether the employer hired in other CCOIS occupations.
- In addition to contacting employers, WDD staff contacted labor unions, employment agencies, training providers, etc., to learn about a specific occupation.

TABULATION AND RESULTS

The survey responses were entered into a data base and tabulations were produced. From those tabulations the data were analyzed resulting in the final Occupational Outlook Report for Ventura County. Each occupational summary provides information on training and hiring requirements; size of the occupation; employment trends; supply/demand assessment; wages and benefits; and other information.

Specific employer information obtained during the survey is held in strict confidence and will remain confidential.

OCCUPATIONAL INTERPRETATIONS

When reference is made to “all, almost all, most, many, some, or few” of the employer survey respondents (in a few cases these percentages apply to employee respondents) the following guidelines apply:

All—100%

Almost All employers—80% up to but not including 100%;

Most employers—60% up to but not including 80%;

Many employers—40% up to but not including 60%;

Some employers—20% up to but not including 40%;

Few employers—less than 20%

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the Dictionary of Occupational Titles (DOT), published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. Each occupation is identified by its 6-digit code number.

In a few cases, the percentages may not add up to total 100% due to computerized conversion of the information.

Common Job Title represents those used by the employers. The ones listed are the most commonly used by employers or that represent a large number of employees in the stated occupation.

The numbers listed for employers and employees represent the number of employers who responded to questionnaires on each of the individual occupations. The numbers of employees represent the total number included in the occupation for all employers' surveyed.

Wages, Hours, and Status: The wage data enables a comparison of salary ranges across occupations. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contracts with unions. Extreme answers are excluded. The range of wages, and the median wage paid are provided for three different levels of experience and employment listed below. Separate wage charts are listed where union employment amounts to 20% or more of total workers in the occupation and for the Bio-Technology Research Assistant occupation. Wage data collected reflect the following definitions:

New to firm, no experience

Wage paid to persons trained but without paid experience in the occupation.

New to firm, experienced

Wage paid to journey-level or experienced persons just starting at the firm.

Three years with firm experienced

Wages generally paid to persons with more than three years of journey-level experience at the firm.

The number of hours worked per week is based on the State's weighted average formula. Also listed are the gender percentages for each occupation and union status.

Benefits: The types of benefits offered by local employers are presented in this section. Benefits most commonly provided by employers to full time and part time workers are listed in descending order. Supplementary benefits identified by employers are also listed.

Training, Prior Experience, and Education: This category presents the amount and kinds of work experience, and specific training required by the surveyed employers. The most frequent training and/or experience listed by employers is listed in average number of months and/or by a range of months. Other requirements by the various employers are also listed in no specific order.

The educational level of new-hires in the occupation is also listed in this section.

Other Requirements: This section contains a list of specific computer skills and desired qualifications that employers identified for their occupations. Both new skills and obsolete skills, as supplied by the employers, are also listed.

Size and Employment Outlook: Occupational projections are provided by the EDD/LMID for the period 1993 through 2000 with specific projections for 1997. The 1997 projections are estimated projections derived from the 1993-2000 estimated projections. Listed figures include estimates for net gains from job growth and estimated job openings as a result of separations. The term used to describe the size of a particular occupation refers to its estimated number of workers in the occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training. Occupational size in Ventura County is measured using the following scale:

Small	Less than 341
Medium	341-680
Large	681-1,475
Very Large	More than 1,475

The following standard terms describe the expected growth rate for the outlook period in Ventura County. According to the EDD Occupation Projections for Ventura County, the average growth between 1993-2000 for all occupations is 24.4%:

Much faster than average

1.50 times average or more

Faster than average

1.10 to but not including 1.50 times average

Average

.90 to but not including 1.10 times average

Slower than Average

less than .90 times average

No significant change, or remain stable

Slow decline

Employment outlook information is from the EDD publication "Projections and Planning Information for Ventura County," DOL Occupational Outlook Handbook 1996-97 and Ventura County employers.

Supply and Demand Assessment: The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. Supply and demand terms are listed separately for

experienced/inexperienced workers. The terms used in describing the local supply/demand situation found in Ventura County currently are defined as:

Very Difficult

Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A Little Difficult

Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

Not Difficult

Supply of qualified applicants are considerably greater than demand, creating a very competitive job market for applicants.

The percentages and numbers reflect the employer reasons for filling vacancies in the past 12 months.

The 1995 and three-year employment projections are listed in percentages for growth, stability and decline. Also listed are the specific reasons given by employers for these outcomes.

Recruitment: Information listed in this section reflects the most common methods utilized by Ventura County employers in recruiting their employees.

Other Information: Listed in this section are the positions that the employers promote their employees to in the selected occupations.

Non-OES Occupations: The three Non-OES occupations (Bio-Technology Research Assistants, Computer Graphics Specialist, and Local Area (LAN) Managers) are listed separately. These occupations are listed as Non-OES because OES numbers were not developed for these occupations prior to selection. Specific numbers for these occupations were developed by the State prior to conducting the employer surveys. The same questions were asked of employers for both OES and Non-OES occupations. In a few cases, required questionnaire responses were waived for Non-OES occupations only. The Non-OES occupational reports contain additional information not found on the OES occupation reports. These included the months of training for specific areas as identified by the employer respondents and the extreme values in the wage ranges. The Bio-Technology Research Assistant occupation also listed additional information broken down by educational status of the employers' recent hires. This was done for the

Bio-Technology occupation only because of the small universe of employers, the wide variance in wages, and because this occupation is projected as growing much faster than average in this county.

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1996 Ventura County
CCOIS
Occupations

Billing, Cost, and Rate Clerks

Employers Responded: 16 • Employees Covered: 49

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data, and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

Common Job Titles Used by Responding Employers: Invoice Auditing, Processing Clerks, Accounting Payable/Billable Clerks, Billers, Sales Secretary, Administrative Assistant, Office Manager, Insurance Biller, and Receptionist Clerk.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$10.00/hour	\$8.00/hour
New employees with prior experience	\$7.35 to \$12.50/hour	\$10.00/hour
Employees after three years	\$8.85 to \$15.00/hour	\$12.00/hour

Hours: Almost All employees (88%) work full-time—40 hours per week weighted average.

Status: Female: 92% Male: 8% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	94%	Paid Sick Leave	0%
Medical Insurance	94%	Dental Insurance	0%
Paid Sick Leave	81%	Paid Vacation	0%
Life Insurance	81%	Life Insurance	0%
Dental Insurance	63%	Retirement Plan	0%
Retirement Plan	63%	Medical Insurance	0%
Vision Insurance	44%	Vision Insurance	0%
Child Care	6%	Child Care	0%

Other benefits for full-time workers include: 401K, Dental Care, Long-Term and Short-Term Disability Insurance, Insurance Reimbursement, and Annual Leave.

Other benefits for part-time workers include: Holiday Pay

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 44% Usually - 50% Sometimes - 6% Never - 0%

All employers require or prefer an average of 18 months of related experience. Some (33%) employers seek an average of 11 months of Accounting experience. Other experience includes: Accounts Receivable, Bookkeeping, Data Entry, Secretarial, Insurance Billing, Contracts, and Sales.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 19% Sometimes - 69% Never - 13%

Required Training or Certification Prior to Employment: Some (25%) employers require between 12 and 24 months of training or certification that includes Office Systems, technical training in Medical office, and an Associate Degree in Accounting. Many (50%) of these employers require an average of 12 months of training on Billing.

Education Of Recent Hires:	High School or Equivalent	56%
	Some College, No Degree	33%
	Bachelor (4 Year) Degree	11%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications as follows:

Word Processing: 69% Data Base: 50% Spreadsheet: 50% Desktop Publishing: 13%

Other: 38%—Windows, Dental Software, Data Entry, Basic Computer Skills, Special Medical Billing, Billing Software, Inventory Locator Service (ILS), and typing 25 words per minute.

New Skills and Desired Qualifications Over the Next 3 Years: Most (69%) employers reported skills and/or qualifications that included: computer literacy, Internet, Windows applications, data entry, electronic billing, bilingual telephone skills, good customer service, and analytical and problem-solving skills.

Obsolete Skills Over The Next 3 Years: Some (31%) employers reported typing, manual billing, and pegboard as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
150 190 340

Jobs: 1993 - 820 2000 - 970

Growth Rate: 18.3%

1997 ESTIMATED Projections FROM 1993-2000 ESTIMATES

Growth Separations Total
21 27 48

Jobs: 906 Occupation Size: Large

Growth Rate: 0.75% Slower Than Average

State and Nationwide Employment Outlook: A growing economy and a greater demand for billing services will result in more business transactions, but productivity increases will keep employment from rising. Billing Clerks will be affected as computers are increasingly used to manage account information. Less routine, more complex billing applications will increasingly require workers with greater technical expertise.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	11%	22%	56%	11%
Fully Experienced and Qualified:	19%	38%	31%	13%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 9 Promotions: 4/44% Employees Leaving: 3/33% New Positions: 2/22% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 13% Remain Stable - 75% Decline -13%

Comments reported by employers included:

Growth: Sales increased.

Stability: Stable workload, sales, and clients, and long-term staff capable of handling workload.

Decline: Reduction in front-office staff and major client transferred workload to their main headquarters.

Three-Year Projections For Firms' Employment: Grow - 25% Remain Stable - 69% Decline - 6%

Comments reported by employers included:

Growth: Continual sales or business increase and more people required to get Health Maintenance Organizations (HMO's) authorizations.

Stability: Current staff is able to handle needs, flat sales projection, and no plans for expansion.

Decline: Changes in electronic billing.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	94%	Public School/Program Referrals	19%
Employees' Referrals	50%	Unsolicited Applicants	13%
In-house Promotion or Transfer	50%	Private School Referrals.	13%
Private Employment Agencies	38%	Union Hall Referrals	0%
Employment Development Dept.	31%	Other	0%

OTHER INFORMATION

Many (40%) employers do promote their employees to: Customer Relations Manager, Sales Manager, Front Office Manager, Supervisor, Accounting Supervisor, Assistant Accountant, Office Manager, Staff Accountant, and Account Supervisor.

BOOKKEEPING ACCOUNTING

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers

Employers Responded: 27 • Employees Covered: 90

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

Common Job Titles Used by Responding Employers: Payroll Specialist, Administration, Accountant, Bookkeeper, and Accounting Clerk.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.50 to \$11.06/hour	\$8.00/hour
New employees with prior experience	\$7.00 to \$15.82/hour	\$12.00/hour
Employees after three years	\$7.50 to \$19.43/hour	\$14.97/ hour

Hours: Almost All employees (89%) work full-time—40 hours per week weighted average.

Status: Female: 86% Male: 14% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	96%	Paid Sick Leave	12%
Medical Insurance	96%	Paid Vacation	12%
Paid Sick Leave	85%	Medical Insurance	8%
Dental Insurance	81%	Retirement Plan	4%
Life Insurance	73%	Life Insurance	4%
Retirement Plan	58%	Dental Insurance	4%
Vision Insurance	54%	Vision Insurance	0%
Child Care	8%	Child Care	0%

Other benefits for full-time workers include: Profit Sharing, Long-Term and Short-Term Disability, Deferred Compensation, and 401K.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 78% Usually - 15% Sometimes - 7% Never - 0%

All employers require or prefer an average of 31 months of related experience. Many (56%) employers seek an average of 24 months of Accounting or Accounts experience. Many (41%) employers seek an average of 28 months of Bookkeeping experience. Other experience includes: Office, Customer Service, Clerical, Payroll, Controller, Night Audit, Payroll Clerk, and Administrative Assistant.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 11% Sometimes - 70% Never - 19%

Required Training or Certification Prior to Employment: Many (48%) employers require an average of 17 months of training or certification that includes Adult Education or colleges courses in Accounting, Computer training and literacy, General Accounting courses, and Computerized Accounting. Some (31%) of these employers require an Associate degree, an Associate Degree in Accounting, or an Accounting certificate.

Education Of Recent Hires:	Some College, No Degree	47%
	Bachelor (4 Year) Degree	23%
	High School or Equivalent	18%
	Associate (2 Year) Degree	2%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications as follows:

Spreadsheet: 89% Data Base: 52% Word Processing: 63%

Other: 15%—Accounting Software, MAS 90, General Ledger, and employees must have used accounting programs.

New Skills and Desired Qualifications Over the Next 3 Years: Many (44%) employers reported skills and/or qualifications that included: up-to-date computer skills, networking, data processing, database, fully computerized record keeping, Windows environment, remain current with SBT (in-house computer program) and legal payroll requirements.

Obsolete Skills Over The Next 3 Years: Few employers reported manual systems including record keeping and bookkeeping as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
 Growth Separations Total
 740 630 1370
 Jobs: 1993 - 4630 2000 - 5370
 Growth Rate: 16.0%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES
 Growth Separations Total
 106 90 196
 Jobs: 5053 Occupation Size: Very Large
 Growth Rate: 0.66% Slower Than Average

County Employment Outlook: This occupation ranks tenth among the top fifty occupations with the greatest absolute growth through the year 2000. State and Nationwide Employment Outlook: Many opportunities for temporary and part-time work should be available. A growing economy should result in more financial transactions and other activities, therefore more demand for accounting services. However, automation of office functions is expected to continue, with resulting productivity increases. Virtually all new jobs will be created in small, rapidly growing organizations.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	0%	50%	50%	0%
Fully Experienced and Qualified:	30%	33%	33%	4%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 17 Employees Leaving: 12/71% New Positions: 4/24% Promotions: 1/6% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 11% Remain Stable - 89% Decline - 0%

Comments reported by employers included:

Growth: Client base grew and job responsibilities were restructured.

Stability: Present staff was able to handle workload, no staff turnover, same clients, no change in business or growth that affected staffing, and budget constraints.

Three-Year Projections For Firms' Employment: Grow - 30% Remain Stable - 70% Decline - 0 %

Comments reported by employers included:

Growth: Company expansion, client base and workload increase, major fundraising, additional funding, and more staff as recommended by auditors for checks and balancing purposes.

Stability: No major changes to workload, business, budget, and staff, company is doing well, no expansion planned, and change in computer system will not require additional help.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	78%	Business Referrals	4%
Employees' Referrals	37%	Public School/Program Referrals	4%
In-house Promotion or Transfer	33%	Union Hall Referrals	0%
Private Employment Agencies	33%	Unsolicited Applicants	0%
Employment Development Dept.	19%	Private School Referrals.	0%

OTHER INFORMATION

Some (30%) employers do promote their employees to: Administration, Management, Supervisor, Manager, Credit Manager, Accountant, Accounting Supervisor, Senior Accounting Clerk, Office Manager, and Administrative Assistant.

CARPENTERS

Carpenters

Employers Responded: 16 • Employees Covered: 264

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

Common Job Titles Used by Responding Employers: Carpenter, General Construction, Setup Finishers-Grade, and Foreperson.

WAGES, HOURS, AND STATUS

	Non-Union		Union	
	Range	Median	Range	Median
New employees with no prior experience	\$7.00 to \$11.00/hr	\$8.25/hr	\$10.00 to \$10.00/hr	\$10.00/hr
New employees with prior experience	\$10.00 to \$22.50/hr	\$15.44/hr	\$10.00 to \$15.00/hr	\$12.36/hr
Employees after three years	\$16.00 to \$30.00/hr	\$19.68/hr	\$17.00 to \$24.31/hr	\$20.66/hr

Hours: Most employees (63%) work full-time—40 hours per week weighted average. Some (25%) employees work seasonal—40 hours per week weighted average or on a temporary or on-call basis—36 hours per week weighted average.

Status: Male: 99% Female: 1% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	100%	Dental Insurance	0%
Paid Vacation	63%	Paid Sick Leave	0%
Paid Sick Leave	50%	Paid Vacation	0%
Dental Insurance	50%	Retirement Plan	0%
Life Insurance	50%	Life Insurance	0%
Retirement Plan	38%	Medical Insurance	0%
Vision Insurance	25%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Gas Reimbursement

Other benefits for part-time workers include: Paid Holidays

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 69% Usually - 25% Sometimes - 0% Never - 6%

Almost All (87%) employers require or prefer an average of 37 months of related experience. Most (71%) of these employers seek between 6 and 48 months or an average of 23 months of Carpentry experience. Specific Carpentry experience is sought in Finished, General Construction, and Apprentice Carpentry. Some (21%) of these employers seek an average of 56 months as a Journey person Carpentry. Other experience includes: Field Technician, Laborer, Building Maintenance Worker, Senior Building Maintenance Worker, Installer, and Foreperson.

Training Acceptable as a Substitute for Work Experience:

Always - 6% Usually - 19% Sometimes - 50% Never - 25%

Required Training or Certification Prior to Employment: Few employers require between 24 and 48 months of training or certification that includes Rough and Finish Carpentry classes and a Carpenter Apprenticeship program.

Education Of Recent Hires: High School or Equivalent 100%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: None reported.

New Skills and Desired Qualifications Over the Next 3 Years: Few employers reported computer skills and/or desired qualifications that included: AutoCAD drafting (computer-assisted drafting), template estimating software, and understanding building codes and new materials.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
 Growth Separations Total
 690 220 910
 Jobs: 1993 - 1190 2000 - 1880
 Growth Rate: 58.0%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES
 Growth Separations Total
 99 31 130
 Jobs: 1584 Occupation Size: Large
 Growth Rate: 2.38% Much Faster Than Average

County Employment Outlook: This occupation ranks as the eleventh highest occupations with the greatest absolute growth and the sixteenth highest occupation with the fastest job growth through the year 2000. State and Nationwide Employment Outlook: Construction activity should increase slowly in response to demand for new housing and commercial and industrial plants and the need to renovate and modernize existing structures. The demand for Carpenters will be offset somewhat by expected productivity gains resulting from the increased use of prefabricated components. Job opportunities for Carpenters also vary by geographic area.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	40%	0%	40%	20%
Fully Experienced and Qualified:	25%	31%	13%	31%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 91 Temporary: 90/99% New Positions: 1/1% Employees Leaving: 0% Promotions: 0%

Outcome Of Firms' Employment In 1995: Grow - 13% Remain Stable - 50% Decline - 38%

Comments reported by employers included:

Growth: More work was available and remodeling work increased.

Stability: Workload remained stable, worked hard to stay busy, and volume was approximately same as last year.

Decline: Economy, not enough work, post-earthquake decline, and new employees were not allowed when subcontracting for public works.

Three-Year Projections For Firms' Employment: Grow - 44% Remain Stable - 44% Decline - 13%

Comments reported by employers included:

Growth: Believe hard work will pay off, project good year and future business growth, change in economy, aggressive marketing, and rebuilding an "earthquake house."

Stability: No plans for expansion, happy with current status, expect to meet goals, stable work, and less business in remodels which is offset by opening new stores.

Decline: Completion of projects and retirement of the boss.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Employees' Referrals	69%	Employment Development Dept.	13%
In-house Promotion or Transfer	25%	Resumes and Word of Mouth	13%
Newspaper Ads	19%	Private Employment Agencies	0%
Unsolicited Applicants	13%	Private School Referrals.	0%
Union Hall Referrals	13%	Public School/Program Referrals	0%

OTHER INFORMATION

Most (63%) employers do promote their employees to: Estimator, Project Manager, Foreperson, Supervisor, and Facilities Maintenance Supervisor.

Computer Programmers, Including Aides

Employers Responded: 15 • Employees Covered: 146

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Common Job Titles Used by Responding Employers: Programmer, Computer Programmer or Specialist, Software Engineer, Senior Software Engineer, Programmer Analyst, and Analysts.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$18.27/hour	\$11.94/hour
New employees with prior experience	\$10.00 to \$23.97/hour	\$16.78/hour
Employees after three years	\$16.25 to \$28.77/hour	\$20.00/hour

Hours: Almost All employees (95%) work full-time—41 hours per week weighted average.

Status: Male: 58% Female: 42% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Paid Sick Leave	20%
Medical Insurance	100%	Paid Vacation	20%
Retirement Plan	93%	Retirement Plan	20%
Dental Insurance	87%	Dental Insurance	13%
Paid Sick Leave	87%	Medical Insurance	13%
Vision Insurance	87%	Life Insurance	13%
Life Insurance	80%	Vision Insurance	13%
Child Care	7%	Child Care	0%

Other benefits for full-time workers include: 401K cafeteria service.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 60% Usually - 27% Sometimes - 13% Never - 0%

All employers require or prefer an average of 44 months of related experience. Almost All (87%) employers seek an average of 41 months of Computer Programmer experience. Other experience includes: Group Engineer, Software Engineer, Computer Operator, Program Analyst, Applications Analyst, Systems Analyst, and Designer.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 20% Sometimes - 47% Never - 33%

Required Training or Certification Prior to Employment: Some (33%) employers require an average of 28 months of training or certification that includes Macintosh and C+ or C++ (several applications). Most (60%) of these employers require college courses in Computer Science, Information Services, Business Administration, and Mathematics. Few employers will accept a Bachelor of Arts degree for required experience.

Education Of Recent Hires:	Bachelor (4 Year) Degree	78%
	Associate (2 Year) Degree	22%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications as follows:
 Data Base: 67% Spreadsheet: 47% Word Processing: 33% Desktop Publishing: 20%
 Other: 60%—AS/400, DOS, Programming, Coding, Special Languages, Scientific Programming Skills, ORACLE, CAD, MAPICX, Windows, UNIX, Cobol, and Ideal.

New Skills and Desired Qualifications Over the Next 3 Years: Most (73%) employers reported skills and/or qualifications that included: up-to-date computer skills, C and C++ Language, DELPHI, Ideal, Sun, Structured Query Language (SQL), Graphic User Interface (GUI), Unix Systems, PC application skills, Internet Client Server, Networking Certification, management experience, and ability to support operations in real time.

Obsolete Skills Over The Next 3 Years: Few employers reported many of the Mainframe Skills as obsolete.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
 Growth Separations Total
 210 210 420
 Jobs: 1993 - 1210 2000 - 1420
 Growth Rate: 17.4%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES
 Growth Separations Total
 30 30 60
 Jobs: 1330 Occupation Size: Large
 Growth Rate: .71% Slower Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the greatest absolute growth through the year 2000. State and Nationwide Employment Outlook: Employment is not expected to grow as rapidly as in the past as improved software and programming techniques continue to simplify programming tasks. Employers are increasingly interested in programmers who are adaptable and able to learn and incorporate new skills. Prospects should be good for college graduates with knowledge of a variety of programming languages particularly C++ and other object oriented languages as well as newer languages that apply to computer networking, and data base management.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	17%	17%	50%	17%
Fully Experienced and Qualified:	7%	33%	53%	7%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 18 New Positions: 13/72% Employees Leaving: 4/22% Temporary: 1/6% Promotions: 0%

Outcome Of Firms' Employment In 1995: Grow - 33% Remain Stable - 53% Decline - 13%

Comments reported by employers included:

Growth: New contracts were awarded, more programmers were needed to modify reports, and new position was created.

Stability: Budget constraints, set government funding, "old-time" employees, company size limited occupation growth, and workload did not fluctuate drastically.

Decline: Poor work performance, budget cuts, reduction in force, and outsourcing of work.

Three-Year Projections For Firms' Employment: Grow - 47% Remain Stable - 40% Decline - 13%

Comments reported by employers included:

Growth: Increase in workload, contracts, business and customer utilization, commercial marketing, other staff increase will affect the number of programmers needed, and occupation is becoming more diversified.

Stability: No foreseeable cuts or changes, budget constraints, stable allocations, Administration's Policy on defense or other government spending, and no anticipated new positions or companies.

Decline: Closing of office and downsizing.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	80%	Private Employment Agencies	20%
In-house Promotion or Transfer	73%	College Career Center and Federal Exam List	13%
Employees' Referrals	67%	Unsolicited Applicants	13%
Employment Development Dept.	27%	Private School Referrals	0%
Public School/Program Referrals	20%	Union Hall Referrals	0%

OTHER INFORMATION

Most (73%) employers do promote their employees to: Program Manager; Networking Engineer, Junior and Senior Programmer, Analyst at Different Level, Technical Lead, Supervisor, Higher Levels of Administrative Specialists, Senior Analyst, Senior Systems Analyst, Different Levels of Programmer, Management, Systems Specialist, and Information Services Officer.

DATA ENTRY KEYERS

Data Entry Keyers—Except Composing

Employers Responded: 15 • Employees Covered: 156

Data Entry Keyers, except composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk, or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Please do not include workers who primarily work with a Data Entry Composing Machine.

Common Job Titles Used by Responding Employers: Inventory Specialists, Data Entry Clerks and Operators, Customer Service, Key Punch, and Invoice and Auditing Clerks.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$8.00/hour	\$7.00/hour
New employees with prior experience	\$6.00 to \$12.00/hour	\$8.00/hour
Employees after three years	\$7.50 to \$15.34/hour	\$10.00/hour

Hours: Most employees (60%) work regular, temporary, or seasonal full-time—40 hours per week weighted average. Many (40%) employees work part-time—20 hours per week weighted average.

Status: Female: 72% Male: 28% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Medical Insurance	13%
Medical Insurance	93%	Life Insurance	13%
Paid Sick Leave	87%	Paid Vacation	7%
Dental Insurance	73%	Retirement Plan	7%
Life Insurance	73%	Dental Insurance	7%
Retirement Plan	47%	Paid Sick Leave	7%
Vision Insurance	47%	Vision Insurance	7%
Child Care	7%	Child Care	7%

Other benefits for full-time workers include: 401-K, Paid Holidays.

Other benefits for part-time workers include: Attendance incentive.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 33% Usually - 20% Sometimes - 40% Never - 7%

Almost All (93%) employers require or prefer an average of 15 months of related experience. Many (57%) of these employers seek an average of 10.5 months of Data Entry experience. Few employers seek an average of 9 months of work as a Receptionist. Other experience includes: Accountant, Secretarial with Computer experience, Shipping Clerk, Billing, Authorization Clerk, Transcriptionist, and Office Assistant.

Training Acceptable as a Substitute for Work Experience:

Always - 13% Usually - 7% Sometimes - 60% Never - 20%

Required Training or Certification Prior to Employment: Few employers require an average of 9 months of training or certification that includes computer or typing skills on the job, computer training, and data entry class.

Education Of Recent Hires:	High School or Equivalent	51%
	Some College, No Degree	47%
	Less Than High School	2%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Most (73%) employers seek computer skills and/or desired qualifications. These employers reported this information as follows:

Word Processing: 55% Data Base: 45% Spreadsheet: 9% Desktop Publishing: 9%

Other: 36%—SBT System, know the computer keyboard, data entry, Lotus 1-2-3, and ability to data-enter alpha at 6,000 KPH and numeric at 7,000 KPH.

New Skills and Desired Qualifications Over the Next 3 Years: Many (47%) employers reported skills and/or qualifications that included: up-to-date computer skills, ORACLE Data Base and Administration, utilizing new software, word processing, learn on-going system changes, accounting, bookkeeping, oral and written communication, problem-solving skills, and medical terminology.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
150 30 180

Jobs: 1993 - 600 2000 - 750

Growth Rate: 25.0%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
21 4 25

Jobs: 686 Occupation Size: Medium

Growth Rate: 1.02% Average

State and Nationwide Employment Outlook: Despite rapid growth in the production of information and volume of business transactions, employment is expected to decline. This decline is largely the result of productivity gains and organizational restructuring brought about by new technologies. Data are being captured at the point of origin and entered into the system without human intervention. Employment in this occupation will also be influenced by international and service sector outsourcing. Applicants for these positions, however will need to be flexible and willing to continually develop their skills.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	50%	10%	30%	10%
Fully Experienced and Qualified:	27%	27%	40%	7%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 87 Temporary: 68/78% Employees Leaving: 12/14% New Positions: 7/8% Promotions: 0%

Outcome Of Firms' Employment In 1995: Grow - 40% Remain Stable - 47% Decline - 13%

Comments reported by employers included:

Growth: Computerized the office, new market or clients, more volume or growth, and reorganization.

Stability: Long-term employees, low turnover, company growth did not require additional help, and the Health Maintenance Organization (HMO) that represents the company produced stable business.

Decline: Restructured positions and responsibilities.

Three-Year Projections For Firms' Employment: Grow - 47% Remain Stable - 40% Decline - 13%

Comments reported by employers included:

Growth: More work or sales, new clients and opportunities, planning aggressive merger, building up practice, improvement in economy, and increase in market share or current customers.

Stability: Computer system changes and company growth will not require additional help, clients process own accounts with computers, new systems will be brought "on-line", and new position "getting on its feet."

Decline: "Outsourcing" that may occur, and more skills needed for staff as computer usage grows.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	80%	In-house Promotion or Transfer	20%
Employees' Referrals	53%	Job Bulletins and Job Fairs	13%
Unsolicited Applicants	40%	Private Employment Agencies	13%
Employment Development Dept.	33%	Private School Referrals.	0%
Public School/Program Referrals	20%	Union Hall Referrals	0%

OTHER INFORMATION

Most (67%) employers do promote their employees to: Accounts Receivable Clerk, Claims Examiner, Supervisor, Manager, Crew Managers, Word Processing Secretary, Customer Service Representative, Purchasing Agent, Senior Data Entry Clerk, and Coordinator.

DATA PROCESSING

Data Processing Equipment Repairers

Employers Responded: 16 • Employees Covered: 203

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Please do not include Non-Data Processing Equipment Repairers.

Common Job Titles Used by Responding Employers: Technicians, Assemblers, Shop Assistant, Computer Repair Technician, Customer and Technical Support, Data Technician, and Hardware and Field Service Technician.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$6.35/hour	\$6.00/hour
New employees with prior experience	\$7.00 to \$14.38/hour	\$8.00/hour
Employees after three years	\$8.82 to \$16.83/hour	\$13.00/hour

Hours: Almost All employees (99%) work full-time—40 hours per week weighted average.

Status: Male: 64% Female: 36% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	87%	Paid Sick Leave	0%
Medical Insurance	87%	Dental Insurance	0%
Paid Sick Leave	73%	Paid Vacation	0%
Dental Insurance	40%	Retirement Plan	0%
Life Insurance	40%	Life Insurance	0%
Retirement Plan	27%	Medical Insurance	0%
Vision Insurance	7%	Vision Insurance	0%
Child Care	7%	Child Care	0%

Other benefits for full-time workers include: Compensation Time, Paid Holidays, Year End Bonus, Christmas Bonus, and 401K.

Other benefits for part-time workers include: Daily Beverages, Lunch Twice a Month, Mileage Reimbursement, and Long-Term Care.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 69% Usually - 31% Sometimes - 0% Never - 0%

All employers require or prefer an average of 20 months of related experience. Many (44%) employers seek an average of 18 months of computer related work. Specific work was sought in repair service, technician, and programmer. Few employers seek an average of 24 months of Tape Repair or Shop Assistant experience. Other experience includes: Assembly, Hardware and Data Technician, Electronic Assembly, Electronics Technician, Entry- and Mid-level Shop Assistant, and Electronics.

Training Acceptable as a Substitute for Work Experience:

Always - 6% Usually - 0% Sometimes - 69% Never - 25%

Required Training or Certification Prior to Employment: Few employers require an average of 16 months of training or certification that includes Computer Tech and Technology Electronic Circuit Repair.

Education Of Recent Hires:	High School or Equivalent	83%
	Some College, No Degree	17%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Almost All (94%) employers seek computer skills and/or desired qualifications. These employers reported this information as follows:

Word Processing: 36% Data Base: 21% Spreadsheet: 21% Desktop Publishing: 7%

Other: 79%—Networking, operating systems, Microsoft applications, Macintosh, Windows 95, DOS, basic computer literacy, UNIX, and Novell.

New Skills and Desired Qualifications Over the Next 3 Years: Many (56 %) employers reported skills and/or qualifications that included: computer sciences, Windows 95, Internet, networking, integrated computer and telephone communication, updating skills including electronic, software knowledge, and specific skills based on future products.

Obsolete Skills Over The Next 3 Years: Some (38%) employers reported obsolete skills that included: mechanical aptitude, Windows 95, handwritten orders, replace versus repair, and “repairers would be obsolete if manufacturers of computers changed to digital.”

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth 220 Separations 20 Total 240

Jobs: 1993 - 290 2000 - 510

Growth Rate: 75.9%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth 31 Separations 3 Total 34

Jobs: 416 Occupation Size: Medium

Growth Rate: 3.11% Much Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the greatest absolute growth and is the third highest of the top fifty occupations with the fastest job growth through the year 2000. State and Nationwide Employment Outlook: Demand for Computer Repairers will increase as the amount of computer equipment increases. Organizations throughout the area should continue to automate and be in search of greater productivity and improved service. The development of new computer applications and lower computer prices will also spur demand. More Repairers will be needed to install, maintain, and repair these machines.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	40%	60%	0%	0%
Fully Experienced and Qualified:	25%	19%	38%	19%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 60 New Positions: 46/77% Promotions: 10/17% Temporary: 3/5% Employees Leaving: 1/2%

Outcome Of Firms' Employment In 1995: Grow - 63% Remain Stable - 38% Decline - 0 %

Comments reported by employers included:

Growth: New or increased business, services and sales increased, and demand of support for added customers increased.

Stability: Change in product line, downturn in economy, present staff was able to handle work, and had skilled employees with no increase in volume of work.

Three-Year Projections For Firms' Employment: Grow - 94% Remain Stable - 0% Decline - 6%

Comments reported by employers included:

Growth: 10-15% annual increase, new customers, business and contracts, expanded facility, additional services, territory of company has grown, special projects, and increase in sales.

Decline: Company is relocating.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	69%	Public School/Program Referrals	19%
Employees' Referrals	69%	Employment Development Dept.	19%
Vendors/Computer Company/Workforce/ Networking/Previous Competitor/ Word of Mouth/Sign in Store	38%	Private School Referrals.	13%
Unsolicited Applicants	31%	Private Employment Agencies	13%
In-house Promotion or Transfer	25%	Union Hall Referrals	0%

OTHER INFORMATION

Most (75%) employers do promote their employees to: Supervisor, Department Lead Person, Lead Technician, Lead Assembler, Higher Level of Data Processing Equipment Repairer, Systems Supervisor, Manager, Hardware Technician Manager, Head or Senior Technician, and Service Manager.

DENTAL ASSISTANTS

Employers Responded: 16 • Employees Covered: 80

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Common Job Titles Used by Responding Employers: Dental Assistant, Registered Dental Assistant (RDA), Back-Office Assistant, Front Office Assistant, and Patient Coordinator.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$5.00 to \$9.00/hour	\$8.00/hour
New employees with prior experience	\$7.00 to \$13.00/hour	\$10.00/hour
Employees after three years	\$9.00 to \$15.00/hour	\$12.75 hour

Hours: Most employees (69%) work full-time—38% work 32 hours per week weighted average and 31% work 39 hours per week weighted average. Some (31%) employees work part-time—19 hours per week weighted average, on a temporary or on-call basis—17 hours per week weighted average or on a seasonal basis—16 hours per week weighted average.

Status: Female: 91% Male: 9% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	94%	Paid Sick Leave	25%
Paid Sick Leave	94%	Paid Vacation	25%
Medical Insurance	69%	Dental Insurance	6%
Dental Insurance	63%	Retirement Plan	6%
Retirement Plan	50%	Medical Insurance	6%
Life Insurance	19%	Life Insurance	0%
Vision Insurance	6%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Uniform Allowance and Dental Care.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 25% Usually - 69% Sometimes - 6% Never - 0%

All employers require or prefer an average of 17 months of related experience. Most (75%) employers require an average of 13 months of experience as a Dental Assistant. Some (25%) employers require an average of 12 months of experience as a Registered Dental Assistant. Other experience includes: Office Manager, Chairside Assistant, Dental or Front Office, and Office Assisting.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 13% Sometimes - 81% Never - 6%

Required Training or Certification Prior to Employment: Almost All employers (81%) require an average of 12 months of prior training or certification. Some (31%) of these employers require Registered Dental Assistant (RDA) registration or a RDA license. Some (31%) of these employers require Dental Assistant certification. Some (23%) of these employers require Dental Assistant training. Other requirements include: X-ray License, Cardiopulmonary Resuscitation (CPR) certification, Hepatitis B vaccine, Coronal Polishing certificate, and Chairside Assistant training.

Education Of Recent Hires:	High School or Equivalent	75%
	Some College, No Degree	20%
	Associate (2 Year) Degree	5%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Some (38%) employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Data Base: 50% Word Processing: 33%

Other: 33%—Dental and Triad Software

New Skills and Desired Qualifications Over the Next 3 Years: Most (69%) employers reported skills and/or qualifications that included: computer literacy, updating computer skills and technology, using the computer with X-rays, developing skills associated with lab techniques for dentures and bleaching process, familiarity with new products or procedures through continuing education, Occupational Safety and Health Act of 1970 (OSHA) management, grammar and communication skills, marketing skills, and interpersonal skills.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth 170 Separations 110 Total 280

Jobs: 1993 - 530 2000 - 700

Growth Rate: 32.1%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth 24 Separations 16 Total 40

Jobs: 627 Occupation Size: Medium

Growth Rate: 1.32% Faster Than Average

State and Nationwide Employment Outlook: Job prospects for dental assistants should be good. Many opportunities are for entry-level positions that offer on-the-job training. Population growth and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants, for several reasons. Older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates, who are more likely to use one, or even two dental assistants. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks, so they may use their own time more profitably.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	0%	38%	31%	1%
Fully Experienced and Qualified:	6%	13%	69%	13%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 20 Employees Leaving: 11/55% Promotions: 3/15% New Positions: 3/15% Temporary: 3/15%

Outcome Of Firms' Employment In 1995: Grow - 19% Remain Stable - 75% Decline - 6%

Comments reported by employers included:

Growth: Increased staff to cover the increase in patients and increased advertising.

Stability: Maintained current staffing because the workload did not increase, and employees were long-term and replacements were mainly a result of attrition.

Decline: Smaller patient base.

Three-Year Projections For Firms' Employment: Grow - 19% Remain Stable - 75% Decline - 6%

Comments reported by employers included:

Growth: Increased patient caseloads and advertising.

Stability: No plans or expectations to expand business, staffing levels, or patient numbers.

Decline: Do not subscribe to "managed care."

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	88%	Dental Society	6%
Employees' Referrals	50%	Employment Development Dept.	0%
Public School/Program Referrals	50%	Union Hall Referrals	0%
Private School Referrals.	19%	In-house Promotion or Transfer	0%
Unsolicited Applicants	13%	Private Employment Agencies	0%

OTHER INFORMATION

Many (56%) employers do promote their employees to: Office Manager, Supervisor of RDAs, RDA, Front or Back Office, Dental Hygienist, Treatment Coordinator, and different levels of Dental Assistant. A Few employers seldom promote their employees while others pay a higher hourly wage in lieu of promotion.

DRAFTERS

Drafters

Employers Responded: 17 • Employees Covered: 49

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Common Job Titles Used by Responding Employers: Senior Drafter, Drafter, CAD Operator, Technician, Designers, Computer or Engineering Technician, Animation, and Draftsperson.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$8.00 to \$13.82/hour	\$10.00/hour
New employees with prior experience	\$9.59 to \$20.00/hour	\$13.82/hour
Employees after three years	\$11.03 to \$28.00/hour	\$16.00/hour

Hours: All employees work full-time—40 hours per week weighted average.

Status: Male: 76% Female: 24% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	94%	Paid Vacation	6%
Paid Vacation	88%	Paid Sick Leave	6%
Life Insurance	75%	Life Insurance	0%
Dental Insurance	69%	Retirement Plan	0%
Paid Sick Leave	63%	Dental Insurance	0%
Retirement Plan	63%	Medical Insurance	0%
Vision Insurance	50%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Annual Leave, Educational Assistance, 401K, Paid Holidays, Profit Sharing, and Long-Term Disability.

Other benefits for part-time workers include: 401K, Paid Holidays, and Stock Option.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 59% Usually - 41% Sometimes - 0% Never - 0%

All employers require or prefer an average of 31 months of related experience. Most (71%) employers seek an average of 21 months of Drafter experience. Specific Drafter experience sought in Electrical and Architectural. Some (29%) employers seek an average of 16 months of Autocad. Other experience includes: Junior and Senior Graphics Designer, Technical Engineering, Shop Foreperson, and Designer.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 6% Sometimes - 71% Never - 24%

Required Training or Certification Prior to Employment: Some (35%) employers require an average of 14 months or between 6 and 24 months of training or certification. Most (67%) of these employers require an average of 8 months of Computer Aided Drafting (CAD). Other requirements include: AutoCAD Design, Computer Operational training, Drafting, Civil Engineering, and Indoor Survey.

Education Of Recent Hires:	Some College, No Degree	75%
	Bachelor (4 Year) Degree	13%
	High School or Equivalent	12%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications as follows:

Word Processing: 24% Data Base: 18% Spreadsheet: 18% Desktop Publishing: 12%

Other: 88%—ORACLE, Microsoft Word, Computer-Aided Design (CAD), AutoCAD, and Drafting-AutoCAD.

New Skills and Desired Qualifications Over the Next 3 Years: Almost All (82%) employers reported skills and/or qualifications that included: CAD (computer assisted drafting), Auto CAD 13, ORACLE, Intergraph, GIS (Geographic Information System), GPS (Global Positioning Systems), staying up with technology, and added emphasis on animation skills.

Obsolete Skills Over The Next 3 Years: Many (41%) employers reported obsolete skills that included: manual drafting and manual skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
190 160 350

Jobs: 1993 - 710 2000 - 900

Growth Rate: 26.8%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
27 23 50

Jobs: 819 Occupation Size: Large

Growth Rate: 1.10% Faster Than Average

State and Nationwide Employment Outlook: Industrial growth and increasingly complex design problems associated with new products and manufacturing increase the demand for Drafting Services. Greater use of CAD equipment by Architects and Engineers as well as Drafters may offset this growth in demand. Employment of Drafters is highly concentrated in industries that are sensitive to cyclical swings in the economy, such as Engineering and Architectural Services and durable goods manufacturing.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	14%	43%	43%	0%
Fully Experienced and Qualified:	35%	18%	35%	12%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 8 New Positions: 6/75% Employees Leaving: 2/25% Promotions: 0% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 18% Remain Stable - 76% Decline - 6%

Comments reported by employers included:

Growth: Additional business and work.

Stability: Steady and stable manageable workload, sufficient staff with no need to expand, and employees were able to handle volume increase.

Decline: Lack of work.

Three-Year Projections For Firms' Employment: Grow - 53% Remain Stable - 47% Decline - 0%

Comments reported by employers included:

Growth: New marketing program, more business and contracts, management changes, and an optimistic outlook.

Stability: No anticipated changes to business, stable workload and staff, and able to handle workload with present staff.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT
Newspaper Ads	82%
Employees' Referrals	35%
In-house Promotion or Transfer	35%
Unsolicited Applicants	24%
Employment Development Dept.	24%

SOURCE	PERCENT
Private Employment Agencies	18%
Engineering Magazines and Outside Company Referrals and Contractors	18%
Public School/Program Referrals	12%
Private School Referrals.	6%
Union Hall Referrals	0%

OTHER INFORMATION

Most (71%) employers do promote their employees to: Designer, Project Supervisor or Manager, Technical Support, Several Levels of Specialists, Lead, Supervisor, Drafting Supervisor, Manager, Senior or Mechanical Designer, and Assistant Engineer.

ELECTRICAL

Electrical and Electronic Assemblers

Employers Responded: 15 • Employees Covered: 901

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

Common Job Titles Used by Responding Employers: Electronic Assemblers, Assemblers, Production, Assembler Specialists, Solders, Winding, Assembler Specialists, and MIC Assemblers.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$4.75 to \$8.00/hour	\$6.83/hour
New employees with prior experience	\$4.75 to \$10.75/hour	\$9.00/hour
Employees after three years	\$5.25 to \$13.20/hour	\$12.00/hour

Hours: Most employees (75%) in this occupation work full-time—40 hours per week weighted average.

Some (25%) employees work on a temporary or on-call basis— 40 hours per week weighted average.

Status: Male: 50% Female: 50% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Paid Sick Leave	0%
Medical Insurance	100%	Paid Vacation	0%
Dental Insurance	73%	Dental Insurance	0%
Life Insurance	67%	Retirement Plan	0%
Paid Sick Leave	67%	Medical Insurance	0%
Retirement Plan	53%	Life Insurance	0%
Vision Insurance	47%	Vision Insurance	0%
Child Care	13%	Child Care	0%

Other benefits for full-time workers include: 401K, Paid Holiday, Extremely Good Working Conditions and Bonus Plan.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 33% Usually - 53% Sometimes - 7% Never - 7%

Almost All (93%) employers require or prefer an average of 14 months of related experience. Some (36 %) employers seek an average of 8 months of Electronic Assembler experience. Specific Assembler experience sought in Precision, Optical, Electro-Mechanical and MIC. Other experience includes: Production, Groundsperson, Winding, and Machine Operator.

Training Acceptable as a Substitute for Work Experience:

Always - 13% Usually - 7% Sometimes - 73% Never - 7%

Required Training or Certification Prior to Employment: Some (27%) employers required an average of 8 months of training or certification that includes Mill Standard, Electronics, Automated Manufacturing Tech, and Electronic Assembly.

Education Of Recent Hires:	High School or Equivalent	79%
	Less Than High School	20%
	Some College, No Degree	1%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Few employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 100% Spreadsheet: 100% Data Base: 50%

New Skills and Desired Qualifications Over the Next 3 Years: Some (33%) employers reported skills and/or qualifications that included: up-to-date computer skills and knowledge, new technology components, motor assembly skills, knowledge of electricity, aluminum welding fabrication, and verbal and written communication skills.

Obsolete Skills Over The Next 3 Years: Few employers reported rewinding wire as an obsolete skill.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth 200 Separations 70 Total 270

Jobs: 1993 - 560 2000 - 760

Growth Rate: 35.7%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth 29 Separations 10 Total 39

Jobs: 674 Occupation Size: Medium

Growth Rate: 1.46% Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the fastest job growth through the year 2000. State and Nationwide Employment Outlook: Workers in this occupation perform work at a level less than that required of the precision level. Related jobs in this occupation include: electronic wirers, armature connectors, electric motor winders, skein winders, carbon brush assemblers, battery parts assemblers, electric sign assemblers, and electronic assemblers.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	36%	36%	18%	9%
Fully Experienced and Qualified:	27%	20%	47%	7%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 245 Employees Leaving: 150/61% Promotions: 63/26% New Positions: 27/11% Temporary: 5/2%

Outcome Of Firms' Employment In 1995: Grow - 20% Remain Stable - 60% Decline - 20%

Comments reported by employers included:

Growth: Increase in orders, products, and business.

Stability: Lack of growth in company, business fluctuation, stable workforce, sales, volume, and work.

Decline: Decrease in sales, and being negatively affected by the military market.

Three-Year Projections For Firms' Employment: Grow - 47% Remain Stable - 53% Decline - 0%

Comments reported by employers included:

Growth: Outlook indicating more work, increase in sales and orders, business growth, new markets and products, and replacing infrastructure.

Stability: Projects and sales remaining the same, the company's five-year plan and current environment, improvements in efficiency and technology, automation, steady work, and "sanity is more important than growth."

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Employees' Referrals	67%	Unsolicited Applicants	20%
Newspaper Ads	47%	Public School/Program Referrals	13%
Private Employment Agencies	27%	Temporary Services	7%
In-house Promotion or Transfer	27%	Private School Referrals.	7%
Employment Development Dept.	27%	Union Hall Referrals	0%

OTHER INFORMATION

Almost All (80%) employers do promote their employees to: Foreperson, Electronic Assembly Supervisor, Group Leader, Office Clerk, Machine Operator, Technician, Surface Mount Operator, Inspector, Line Supervisor, Department Lead Specialist, Field Service, Group Leader, Systems Integration, Supervisor, and Lead Person.

ELECTRICIANS

Employers Responded: 16 • Employees Covered: 267

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may also read blueprints. Please include Protective Signal Installers and Repairers and Street Light Servicers.

Common Job Titles Used by Responding Employers: Electricians, High Voltage Electrician, Apprentice, Journeyman, Electrical Journeyman, Inside Wireman, Helpers, and Foreperson.

WAGES, HOURS, AND UNION STATUS

	Non-Union		Union	
	Range	Median	Range	Median
New employees with no prior experience	\$6.00 to \$12.18/hr	\$8.00/hr	N/A	N/A
New employees with prior experience	\$ 9.00 to \$25.00/hr	\$14.43 /hr	\$9.00 to \$20.00/hr	\$14.69/hr
Employees after three years	\$12.00 to \$28.93/hr	\$19.50/ hr	\$16.00 to \$26.00/hr	\$21.44/hr

Hours: Almost All employees (80%) in this occupation work full-time—40 hours per week weighted average.

Status: Male: 99% Female: 1% Four employers (25%) and 141 employees (53%) have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	92%	Dental Insurance	8%
Paid Vacation	83%	Paid Sick Leave	8%
Dental Insurance	83%	Retirement Plan	8%
Paid Sick Leave	67%	Paid Vacation	8%
Life Insurance	67%	Life Insurance	8%
Retirement Plan	50%	Medical Insurance	8%
Vision Insurance	50%	Vision Insurance	8%
Child Care	8%	Child Care	0%

Other benefits for full-time workers include: 401K, Paid Holidays, and Short-Term Disability (STD)

Other benefits for part-time workers include: Child Care Referrals, Long-Term Disability (LTD), and Stock Option.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 63% Usually - 19% Sometimes - 19% Never - 0%

All employers require or prefer an average of 49 months of related experience. Some (31%) employers seek an average of 53 months of Journeyman Electrician experience. Other experience includes: Residential Apprentice, Commercial Apprentice, Electrical Engineer, Maintenance, Installer, Mechanic, General Construction, Helper, and Electrical Worker.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 6% Sometimes - 88% Never - 6%

Required Training or Certification Prior to Employment: Many (50%) employers require an average of 37.5 months of training or certification. Many (50%) of these employers require an average of 30 months or between 12 and 48 months of Electrical Apprenticeship training. Other requirements includes: Journeyman certification, Electrical Engineer certification, and Union membership.

Education Of Recent Hires:	High School or Equivalent	50%
	Less Than High School	35%
	Some College, No Degree	15%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Few employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Spreadsheet: 35% Word Processing: 33%

Other: 67%—Libra Software, AutoCAD, Microsoft Word.

New Skills and Desired Qualifications Over the Next 3 Years: Many (56%) employers reported skills and/or qualifications that included: control valves technical computer interaction, telecommunication, electronics, fiber optics, instrumentation, variable frequency drives, code knowledge, and greater reading comprehension.

Obsolete Skills Over The Next 3 Years: Few employers reported pole line construction as an obsolete skill.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
250 90 340

Jobs: 1993 - 590 2000 - 840

Growth Rate: 42.4%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
36 13 49

Jobs: 733 Occupation Size: Medium

Growth Rate: 1.74% Much Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the greatest absolute growth and the fastest job growth through the year 2000. State and Nationwide Employment Outlook: There is expected to be a shortage of skilled workers during the next decade because of the anticipated smaller pool of young workers entering training programs. Increasingly, buildings will be prewired during construction to accommodate use of computers and telecommunications equipment. During economic downturns, job openings for electricians are reduced as the level of construction declines.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	0%	67%	33%	0%
Fully Experienced and Qualified:	19%	31%	25%	25%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 48 Temporary: 31/65% New Positions: 17/35% Employees Leaving: 0% Promotions: 0%

Outcome Of Firms' Employment In 1995: Grow - 31% Remain Stable - 50% Decline - 19%

Comments reported by employers included:

Growth: Good jobs, increased hours, lots of work and government contracts, and competitor closed business.

Stability: Workload remained the same, new company status, specialized work, and the position was under study.

Decline: Lack of work and seasonal turnover.

Three-Year Projections For Firms' Employment: Grow - 50% Remain Stable - 31% Decline - 19%

Comments reported by employers included:

Growth: Expect new customers, management changes, and more government contracts.

Stability: Retaining the same amount of steady work, no anticipated growth, and current staff can handle workload.

Decline: Completion of jobs, less work, and outsourcing.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT
Employees' Referrals	44%
Word of Mouth, Lighting Companies, Contractors, Wholesalers	38%
Newspaper Ads	31%
Private Employment Agencies	25%
Union Hall Referrals	19%

SOURCE	PERCENT
Unsolicited Applicants	13%
Employment Development Dept.	13%
In-house Promotion or Transfer	13%
Private School Referrals.	0%
Public School/Program Referrals	0%

OTHER INFORMATION

Many (47%) employers do promote their employees to: Project Manager, Foreperson, Supervisor, Wage Supervisor Electrician, Principal Maintenance Engineer, Head Foreperson, and Electrical Engineer.

First Line Supervisors and Manager/Supervisors— Construction Trades and Extractive Workers

Employers Responded: 18 • Employees Covered: 82

First Line Supervisors and Manager/Supervisors in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same construction work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

Common Job Titles Used by Responding Employers: Tool Pushers, Foreperson, Project Manager or Foreperson, Field Foreperson, Construction, Job or Project Superintendent, Manager, General or Manufacturing Manager, Maintenance Supervisor, and Supervisor.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.50 to \$6.50	\$6.50
New employees with prior experience	\$10.00 to \$23.97	\$18.00
Employees after three years	\$12.00 to \$26.37	\$21.16

Hours: All employees in this occupation work full-time—40 hours per week weighted average.

Status: Males: 100% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	93%	Dental Insurance	0%
Paid Vacation	80%	Paid Sick Leave	0%
Paid Sick Leave	60%	Paid Vacation	0%
Life Insurance	47%	Life Insurance	0%
Dental Insurance	33%	Retirement Plan	0%
Retirement Plan	33%	Medical Insurance	0%
Vision Insurance	27%	Vision Insurance	0%
Child Care	13%	Child Care	0%

Other benefits for full-time workers include: Profit Sharing, 401-K

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 94% Usually - 0% Sometimes - 6% Never - 0%

All employers require or prefer an average of 54 months of related experience. Some (28%) employers seek 30 months as a Foreperson. Some (22%) employers require an average of 27 months as a Supervisor. Other experience includes: Construction Manager, Superintendent, Driller, Roustabout, Electric Manager, Journeyperson, Master Carpenter, Estimator, and Customer Service Representative.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 17% Sometimes - 44% Never - 39%

Required Training or Certification Prior to Employment: Some (33%) employers require between 1 and 48 months of training or certification that includes Foreperson, Apprentice Sheet Metal, Knowledge of Maintenance Repair and California Occupational Safety and Health Act of 1970 (OSHA) Hazardous Materials training. Some (33%) of these employers require certification from a trade school and Freon certification.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION (continued)

Education Of Recent Hires:	High School or Equivalent	67%
	Bachelor (4 Year) Degree	17%
	Some College, No Degree	16%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Some (39%) employers seek computer skills and/or desired qualifications. These employers reported this information as follows:

Spreadsheet: 71% Data Base: 29% Word Processing: 29%

Other: 43%—Autocad, Timeline, Lotus 1-2-3, WordPerfect.

New Skills and Desired Qualifications Over the Next 3 Years: Some (33%) employers reported skills and/or qualifications that included: advanced computer knowledge, database, computerized record keeping, database competency, communication skills, use of Freon, updating technical skills, construction courses, and keeping up with building and future growth trends as well as code changes.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
280	120	400

Jobs: 1993 - 640 2000 - 920

Growth Rate: 43.8%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES		
Growth	Separations	Total
40	17	57

Jobs: 800 Occupation Size: Large

Growth Rate: 1.80% Much Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the greatest absolute growth and the fastest job growth through the year 2000. State and Nationwide Employment Outlook: Advances in building materials and construction methods and the growing number of multipurpose buildings, electronically operated "smart" buildings, and energy-efficient structures will require the expertise of more construction managers. Employment of construction managers is sensitive to the short-term nature of many construction projects and cyclical fluctuations in construction activity.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	0%	100%	0%	0%
Fully Experienced and Qualified:	0%	44%	39%	17%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 12 New Positions: 7/58% Promotions: 3/25% Employees Leaving: 2/17% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 17% Remain Stable - 72% Decline - 11%

Comments reported by employers included:

Growth: New projects and contracts.

Stability: No business expansions or changes, sufficient and efficient long-term staff, stable workload, and work is in oilfield industry which is on a decline.

Decline: Less work and no new work.

Three-Year Projections For Firms' Employment: Grow - 44% Remain Stable - 56% Decline - 0%

Comments reported by employers included:

Growth: More work projected, growth in sales, and an aggressive marketing effort.

Stability: Maintaining long-term specialized staff, no plans to expand business, employees' workload expected to remain the same, long-term contract will maintain current workload, and business is dependent on oil industry changes.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT
Employees' Referrals	56%
Newspaper Ads	50%
In-house Promotion or Transfer	22%
Union Hall Referrals	11%
Business Referrals, Word of Mouth	11%

SOURCE	PERCENT
Employment Development Dept.	6%
Unsolicited Applicants	0%
Private School Referrals	0%
Public School/Program Referrals	0%
Private Employment Agencies	0%

OTHER INFORMATION

Most employers (61%) do promote their employees to: Project Manager, Estimator, Salesperson, Higher Level Foreperson, Superintendent, Working Foreperson, Supervisor, Plant Operations, Project Manager, Manager, and Operations.

First Line Supervisors and Manager/Supervisors— Production and Operating Workers

Employers Responded: 16 • Employees Covered: 65

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

Common Job Titles Used by Responding Employers: Operations or Office Manager, Department Supervisor or Manager, Manager, Supervisor, Product Supervisor, and Pressroom or Pre-Press Supervisor.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$17.45/hour	\$9.59/hour
New employees with prior experience	\$7.00 to \$21.64/hour	\$15.34/hour
Employees after three years	\$9.00 to \$28.77/hour	\$17.26/hour

Hours: Almost All employees (98%) in this occupation work full-time—42 hours per week weighted average.

Status: Male: 71% Female: 29% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Paid Sick Leave	7%
Medical Insurance	100%	Paid Vacation	7%
Life Insurance	87%	Retirement Plan	7%
Dental Insurance	73%	Life Insurance	0%
Paid Sick Leave	67%	Dental Insurance	0%
Retirement Plan	53%	Medical Insurance	0%
Vision Insurance	40%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Paid Holidays, Long-Term and Short-Term Disability, 401K.

Other benefits for part-time workers include: Long-Term Disability, 401K, and Stock Options.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 56% Usually - 31% Sometimes - 13% Never - 0%

All employers require or prefer an average of 44 months of related experience. Some (35%) employers require an average of 21 months of Supervisor experience. Some (29%) employers require 31 months of experience as a Manager. Other experience includes: Manufacturing, Production, Lead Operator, Foreperson, Molding Set-Up, Senior Assembler, Assembly Production-related experience, Cabinetmaking, Press Operator, and District Leads.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 13% Sometimes - 69% Never - 19%

Required Training or Certification Prior to Employment: Few employers require an average of 30 months of prior training or certification that includes Computer Literacy and Accounting.

Education Of Recent Hires:	High School or Equivalent	62%
	Some College, No Degree	19%
	Bachelor	13%
	Graduate Study	6%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Many (59%) employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 50% Spreadsheet: 50% Data Base: 30%

Other: 40%—Computer Assisted Design (CAD), Computer Assisted Manufacturing (CAM), manufacturing software program, operations of personal computer, flow charts, and Excel.

New Skills and Desired Qualifications Over the Next 3 Years: Most (65%) employers reported skills and/or qualifications that included: computer literacy and experience, inventory control through maintenance, computer operations of routers, automated surface-mount technician, computer numerical control, interpersonal skills, MIS skills, and regulatory skills.

Obsolete Skills Over The Next 3 Years: Few employers reported Craftsman-Technician and manual machining experience as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth 240 Separations 180 Total 420

Jobs: 1993 - 790 2000 - 1030

Growth Rate: 30.4%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth 34 Separations 26 Total 60

Jobs: 927 Occupation Size: Large

Growth Rate: 1.25% Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the greatest absolute growth through the year 2000. State and Nationwide Employment Outlook: This occupation is so large, that many openings will arise from the need to replace workers who transfer to other occupations or leave the labor force. The widening use of computers for scheduling and planning is also making production managers more productive, allowing fewer of them to accomplish the same amount of work. Because of their skill and seniority, blue collar worker supervisors often are protected from layoffs during a recession.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	29%	29%	43%	0%
Fully Experienced and Qualified:	19%	19%	19%	44%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 16 New Positions: 8/50% Employees Leaving: 5/31% Promotions: 3/19% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 38% Remain Stable - 63% Decline - 0%

Comments reported by employers included:

Growth: Product demand and sales increased, and new business contracts and product line.

Stability: Maintained current capable employees, low turnover, no changes in production, and reduced overhead costs.

Three-Year Projections For Firms' Employment: Grow - 44% Remain Stable - 56% Decline - 0%

Comments reported by employers included:

Growth: Increase in demand, volume, and territory, and new FDA license expected.

Stability: No planned or projected business or growth changes, plan to maintain current employees, hiring freeze, and company is at capacity in this occupation.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	69%	Public School/Program Referrals	13%
In-house Promotion or Transfer	50%	Unsolicited Applicants	13%
Employees' Referrals	50%	Networking and Word of Mouth	13%
Employment Development Dept.	50%	Private School Referrals.	0%
Private Employment Agencies	25%	Union Hall Referrals	0%

OTHER INFORMATION

Most (63%) employers do promote their employees to: Supervisor, Management, Manager, and Production or Pressroom Manager.

General Office Clerks

Employers Responded: 20 • Employees Covered: 67

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

Common Job Titles Used by Responding Employers: Secretary, General Office, Administrative Assistant, Personnel, Clerical Office Staff, Office Associate, Receptionist, Clerk, General Office Clerk, Receptionist/Clerk Typist, and File Clerk.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$8.00/hour	\$6.68/hour
New employees with prior experience	\$6.00 to \$12.00/hour	\$8.00/hour
Employees after three years	\$7.00 to \$14.00/hour	\$10.00/hour

Hours: Almost All employees (85%) work full-time—40 hours per week weighted average.

Status: Female: 90% Male: 10% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Paid Sick Leave	25%
Medical Insurance	95%	Paid Vacation	25%
Paid Sick Leave	85%	Dental Insurance	15%
Life Insurance	70%	Life Insurance	15%
Dental Insurance	65%	Medical insurance	15%
Retirement Plan	55%	Vision Insurance	15%
Vision Insurance	45%	Retirement Plan	10%
Child Care	10%	Child Care	10%

Other benefits for full-time workers include: Long-Term Disability, 401K, Disability Insurance, and reduced program fees.

Other benefits for part-time workers include: Paid Holidays.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 20% Usually - 45% Sometimes - 35% Never - 0%

All employers require or prefer an average of 15 months of related experience. Many (45%) employers seek an average of 10 months of Receptionist experience. Some (25%) employers seek an average of 11 months as an Office Clerk. Other experience includes: Typing, Data Entry, Clerical, File Clerk, General Office, Bookkeeper, Collections, Secretary, and Dental Assistant.

Training Acceptable as a Substitute for Work Experience:

Always - 5% Usually - 15% Sometimes - 75% Never - 5%

Required Training or Certification Prior to Employment: Some (25%) employers require an average of 7 months of training or certification which includes: Prior computer and phone experience, some general office, computer operation, data entry, technical school certification, and medical front-office.

Education Of Recent Hires:	High School or Equivalent	75%
	Some College, No Degree	22%
	Associate (2 Year) Degree	3%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications as follows:

Word Processing: 90% Data Base: 35% Spreadsheet: 30% Desktop Publishing: 5%

Other: 15%—Accounting software package, data entry, computer literacy, and good basic skills—especially spelling, math, and filing.

New Skills and Desired Qualifications Over the Next 3 Years: Most (75%) employers report skills and/or qualifications that included: up-to-date computer skills and knowledge, networking, word processing, data entry, database, Windows environment, desktop publishing, statistical analysis, analytical thinking, use of fax and copiers, communication and public relation skills, self-motivation, and becoming more service-oriented.

Obsolete Skills Over The Next 3 Years: Some (30%) employers reported shorthand, Dictaphone, typewriter, manual bookkeeping, "tasking by the book," and total supervision as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
 Growth Separations Total
 1840 1000 2840
 Jobs: 1993 - 7030 2000 - 8870
 Growth Rate: 26.2%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES
 Growth Separations Total
 263 143 406
 Jobs: 8081 Occupation Size: Very Large
 Growth Rate: 1.07% Average

County Employment Outlook: This occupation has the second greatest absolute growth of the top fifty occupations through the year 2000. The large size of this occupation and the high turnover associated with it will continue to produce a large number of job openings. Job seekers who have computer, word-processing, secretarial skills, and knowledge of the operation of basic office machinery such as fax machines and copiers, should have the best opportunities.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced	19%	31%	38%	13%
Fully Experienced and Qualified:	20%	35%	45%	0%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 36 Temporary: 16/44% Employees Leaving: 9/25% New Positions: 6/17% Promotions: 5/14%

Outcome Of Firms' Employment In 1995: Grow - 40% Remain Stable - 55% Decline - 5%

Comments reported by employers included:

Growth: Growth in program, accounts, workload, and business, and new location with another facility.

Stability: Present staff handled workload, no major changes or workload increases, size of facility limited expansion, and the work is "grant"-related.

Decline: More skills necessary for staff especially in data entry and/or word processing.

Three-Year Projections For Firms' Employment: Grow - 40% Remain Stable - 55% Decline - 5%

Comments reported by employers included:

Growth: Increase in client base and volume, more paperwork because of Health Maintenance Organizations (HMO), and additional buildings and sites.

Stability: No anticipated growth, sufficient staffing, stable workload and, no plans to review staff adjustments.

Decline: More skills necessary for staff especially in data entry and/or word processing.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	75%	Public School/Program Referrals	10%
Employees' Referrals	45%	Hire Unsolicited Applicants	5%
Employment Development Dept.	35%	Union Hall Referrals	0%
In-house Promotion or Transfer	35%	Private School Referrals	0%
Private Employment Agencies	35%	Other	0%

OTHER INFORMATION

Many (55%) employers do promote their employees to: Executive Assistant, Personnel Secretary, Front Office Coordinator, Administrative Secretary, Foreperson, Supervisor, Data Entry, Word Processing, Billing, Medical Assistant, Receptionist, Credentials Clerk, and Office Manager.

HOME HEALTH CARE

Home Health Care Workers

Employers Responded: 16 • Employees Covered: 289

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Please include Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

Common Job Titles Used by Responding Employers: Home Health Aides, Certified Nursing Assistant, Direct Care Staff, Certified Home Health Aide, Home Health Certified Nursing Assistant, Caretaker, Home Health Workers, Resident Care Aides, Nurse Assistants, and Home Aides or Workers.

WAGES, HOURS, AND UNION STATUS

	Range	Median
New employees with no prior experience	\$5.25 to \$9.00/hour	\$7.80/hour
New employees with prior experience	\$5.25 to \$17.00/hour	\$9.00/hour
Employees after three years	\$6.25 to \$20.00/hour	\$9.38/hour

Wages: Some (25%) employers pay their hourly wage based on a 1 hour visit.

Hours: Many (41%) employees work on a temporary or on-call basis—20 hours per week weighted average. Some employees (38%) work full-time—39 hours per week weighted average. Some (21%) employees work part-time—20 hours per week weighted average.

Status: Female: 87% Male: 13% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	75%	Dental Insurance	25%
Paid Sick Leave	67%	Paid Vacation	25%
Paid Vacation	58%	Paid Sick Leave	25%
Dental Insurance	42%	Medical Insurance	25%
Life Insurance	42%	Child Care	8%
Vision Insurance	42%	Vision Insurance	8%
Retirement Plan	33%	Retirement Plan	8%
Child Care	8%	Life Insurance	0%

Other benefits for full-time workers include: Workers Compensation, Vacation and Year-End Bonus, and Paid Time Off.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 38% Usually - 38% Sometimes - 25% Never - 0%

All employers require or prefer an average of 12 months of related experience. Many (50%) employers seek an average of 11 months of experience as a Certified Nursing Assistant (CNA). Specific experience sought in the home, in direct care, and in dispensing medication. Some (25%) employers seek an average of 10.5 months of home health experience. Few employers require 12 months as a Certified Home Health Aide (CHHA). Other experience includes: Mentally Disabled Care, Facility Caretaker, Nursing Assistant, Hospice Care, Volunteer Care, and Convalescent Home Care.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 13% Sometimes - 63% Never - 25%

Required Training or Certification Prior to Employment: Almost All (81%) employers require an average of 6 months of training or certification. Many (54%) of these employers require Nursing Assistant certification. Many (46%) employers require Certified Home Health Aide Certification or training. Other requirements include Certified Home Aide, current Cardiopulmonary Resuscitation (CPR) Certificate, and first aid.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION (continued)

Education Of Recent Hires:	High School or Equivalent	79%
	Less Than High School	17%
	Some College, No Degree	4%

Computer Software Skills and Desired Qualifications: None Reported

New Skills and Desired Qualifications Over the Next 3 Years: Many (56%) employers reported skills and/or desired qualifications that included: Specialization in Rehabilitation and Pediatrics, ability to handle dementia, continual updating on assisting with medications and training as required by the State safety regulations, patient-lifting techniques, personal care, computer literacy, and higher competency in English.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
220	40	260

Jobs: 1993 - 340 2000 - 560

Growth Rate: 64.7%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth	Separations	Total
31	6	37

Jobs: 466 Occupation Size: Medium

Growth Rate: 2.65% Much Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the greatest absolute growth and is one of the top fifteen occupations with the fastest job growth through the year 2000. State and Nationwide Employment Outlook: A large number of job openings is expected for Home Health Care Workers due to very rapid growth and high turnover. Also there will be an increasing reliance on Home Care for patients of all ages.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	10%	30%	50%	10%
Fully Experienced and Qualified:	6%	50%	38%	6%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 58 Temporary: 25/43% Employees Leaving: 22/38% New Positions: 8/14% Promotions: 3/5%

Outcome Of Firms' Employment In 1995: Grow - 44% Remain Stable - 50% Decline - 6%

Comments reported by employers included:

Growth: More assisted home-living residents, demand for services increased, company expanded, added more patients to roster, Medicare changes, and increase in number of visits were allowed.

Stability: Not able to solicit new business, work hours were cut, personnel changed but number of staff remained the same, workload did not change enough for additional staff, and same employees were retained.

Decline: Percentage of patients dropped due to Health Maintenance Organizations (HMOs) changes.

Three-Year Projections For Firms' Employment: Grow - 50% Remain Stable - 44% Decline - 6%

Comments reported by employers included:

Growth: Expect demand to increase help for mentally disabled, percentage of elderly is increasing, expect more assisted living residents, and expect continual increase on number of visits allowed.

Stability: Small agency with no trend toward growth or expansion, hours of work expected to increased but not number of people, and do not expect major changes due to Medicare regulations.

Decline: Managed care is providing only about 50% of patients' care compared to 85% previously.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Employees' Referrals	81%	Public School/Program Referrals	13%
Newspaper Ads	63%	Trade Magazines	6%
Unsolicited Applicants	31%	Private Employment Agencies	0%
In-house Promotion or Transfer	31%	Union Hall Referrals	0%
Employment Development Dept.	25%	Private School Referrals.	0%

OTHER INFORMATION

Many (56%) employers do promote their employees to: House Leaders, Dispenser of Medication, Night Duty Charge, Office Staff, Community Support Companion, Lead Staff, Registered Nurse, Resident Care Supervisor, Client Care Coordinator, Customer Service Associate, and Medical Records Office.

INSPECTORS, TESTERS

Inspectors, Testers, and Graders—Precision

Employers Responded: 15 • Employees Covered: 102

Inspectors, Testers, and Graders—Precision perform precision inspecting, testing, and grading of parts, products, and equipment for defects, wear, and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools and may make minor repairs. Please do not include workers who combine inspection and testing with major repair work.

Common Job Titles Used by Responding Employers: Quality Control Inspector or Manager, Receiving Inspector, Quality Auditor, Inspector, Test Lab Specialist, and Camera Inspection.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$5.00 to \$7.00/hour	\$6.00/hour
New employees with prior experience	\$6.00 to \$16.30/hour	\$9.50/hour
Employees after three years	\$7.00 to \$17.02/hour	\$13.00/hour

Hours: Almost All employees (91%) work full-time—41 hours per week weighted average.

Status: Male: 61% Female: 39% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	100%	Dental Insurance	0%
Paid Vacation	87%	Paid Sick Leave	0%
Dental Insurance	80%	Retirement Plan	0%
Life Insurance	80%	Life Insurance	0%
Retirement Plan	73%	Medical Insurance	0%
Paid Sick Leave	67%	Paid Vacation	0%
Vision Insurance	47%	Vision Insurance	0%
Child Care	0%	Child Care	0%

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 53% Usually - 20% Sometimes - 20% Never - 7%

Almost All (93%) employers require or prefer an average of 26 months of related experience. All of these employers seek an average of 21 months of Inspector experience. Specific Inspector experience was sought in Quality, Line, Mechanical, Plastics, Receiving, and Machine Parts. Other experience includes: Test Lab Specialist, Technician, and Quality Control.

Training Acceptable as a Substitute for Work Experience:

Always - 7% Usually - 7% Sometimes - 67% Never - 20%

Required Training or Certification Prior to Employment: Many (40%) employers require an average of 14 months of training that includes blueprint reading, 1st Article abilities, use of calipers, use of micrometers, identify class of materials, precision mechanical parts training, mechanical inspection, and Statistical Process Control. Some (33%) employers require ISO-9000 Certification.

Education Of Recent Hires:	High School or Equivalent	76%
	Some College, No Degree	20%
	Bachelor (4 Year) Degree	4%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Some (33%) employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 71% Spreadsheet: 57% Data Base: 43%

Other: 57%—Statistical Process Control, Data Entry, Programming, and Man/Man - Ask/Man Computer System.

New Skills and Desired Qualifications Over the Next 3 Years: Most (67%) employers reported skills and/or qualifications which included: computer literacy and experience, programming, skills in personal computer charts and spreadsheets, new instrument calibration, Statistical Process Controls (SPC), Cordinance Measuring Machine (CMM) training, literacy in English, ability to be a quiet thinker with sound judgment, and flexible in inspector tolerances.

Obsolete Skills Over The Next 3 Years: Some (20%) employers reported obsolete skills that included: use of hand inspection tools, manual inspection, and inspection taken over by operators.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
160 110 270

Jobs: 1993 - 560 2000 - 720

Growth Rate: 28.6%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
23 16 39

Jobs: 651 Occupation Size: Medium

Growth Rate: 1.17% Faster Than Average

State and Nationwide Employment Outlook: Manufacturers are taking steps to improve production methods by using computers and statistical analysis to control the production process. In some cases machines alert workers when items approach limits so that problems can be corrected before defects occur. This growing emphasis on quality will drive down the number of defective parts and help to reduce the demand for Inspectors.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	14%	14%	57%	14%
Fully Experienced and Qualified:	33%	27%	20%	20%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 25 New Positions: 10/40% Temporary: 7/28% Employees Leaving: 5/20% Promotions: 3/12%

Outcome Of Firms' Employment In 1995: Grow - 33% Remain Stable - 60% Decline - 7%

Comments reported by employers included:

Growth: Increase in workload and aerospace contracts, and growth fluctuation.

Stability: Workload and staff remained the same, and no changes in volume, production, or customer requirements.

Decline: Drop in sales.

Three-Year Projections For Firms' Employment: Grow - 40% Remain Stable - 53% Decline -7%

Comments reported by employers included:

Growth: Increase in sales and orders and targets, and convinced management to "add people rather than work."

Stability: Steady and balanced workload, aerospace work leveling off, and present staff can handle job.

Decline: Reduction in inspection activities due to International Standards Organization (ISO) Certification.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	73%	Unsolicited Applicants	27%
Employees' Referrals	60%	Private School Referrals.	20%
Private Employment Agencies	60%	Public School/Program Referrals	20%
In-house Promotion or Transfer	60%	Temporary Agency	7%
Employment Development Dept.	47%	Union Hall Referrals	0%

OTHER INFORMATION

Almost All (87%) employers do promote their employees to: Control Manager, Engineering Technician, Lead Position, CAD Design Computer Technician, Line Production Supervisor, Machine Operator, Quality Engineer, Auditor, Certified Auditor, Lead Inspector, Supervisor, and Quality Management.

Licensed Vocational Nurses

Employers Responded: 16 • Employees Covered: 283

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

Common Job Titles Used by Responding Employers: Licensed Vocational Nurse (LVN), Medication Nurse, Back-Office Nurse, and LVN Class III.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$9.58 to \$12.00/hour	\$10.74/hour
New employees with prior experience	\$10.33 to \$15.00/hour	\$12.50/hour
Employees after three years	\$11.58 to \$16.00/hour	\$13.75/hour

Hours: Many employees (56%) work full-time—39 hours per week weighted average. Many (44%) employees work part-time—22 hours per week weighted average or on a temporary or on-call basis—18 hours per week weighted average.

Status: Female: 88% Male: 12% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	100%	Medical Insurance	44%
Paid Sick Leave	88%	Dental Insurance	44%
Paid Vacation	88%	Paid Vacation	38%
Dental Insurance	69%	Retirement Plan	38%
Retirement Plan	69%	Paid Sick Leave	38%
Vision Insurance	56%	Vision Insurance	38%
Life Insurance	50%	Life Insurance	31%
Child Care	6%	Child Care	6%

Other benefits for full-time workers include: Long-Term Disability, 401K, and Paid Annual Leave or Time Off

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 38% Usually - 56% Sometimes - 6% Never - 0%

All employers require or prefer an average of 15 months of related experience. Most (75%) employers seek between 6 and 12 months or an average of 10.5 months as a Licensed Vocational Nurse. Specific experience is sought in acute hospital Setting, hospital, and medical office. Other experience includes: Nurse, Certified Nursing Assistant (CNA) in a hospital, Convalescent Free Standing, Acute Care, and experience in a physician's office.

Training Acceptable as a Substitute for Work Experience:

Always - 6% Usually - 6% Sometimes - 63% Never - 25%

Required Training or Certification Prior to Employment: Almost All (94%) employers require between 12 and 24 months or an average of 18 months of training or certification. Almost All (87%) of these employers require between 12 and 24 months or an average of 16 months as a Licensed Vocational Nurse (LVN). Few of these employers require a LVN certificate. Other requirements include: Cardiopulmonary Resuscitation (CPR) and Intern Practical Nurse (IPN).

Education Of Recent Hires:	Some College, No Degree	78%
	High School or Equivalent	12%
	Associate (2 Year) Degree	10%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Some (31%) employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 40% Data Base: 20%

Other: 40%—Familiar with computer and data entry.

New Skills and Desired Qualifications Over the Next 3 Years - Most (69%) employers reported skills and/or qualifications that included: computer literacy, IV-certification, medical telephone management, advanced clinical skills, medical surgery, and keeping up on paperwork for health maintenance organizations (HMO's).

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
200 110 310

Jobs: 1993 - 970 2000 - 1170

Growth Rate: 20.6%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
29 16 45

Jobs: 1084 Occupation Size: Large

Growth Rate: 0.84% Slower Than Average

State and Nationwide Employment Outlook: Replacement needs will be the main source of job openings for this occupation. Nursing Homes will offer the most new jobs as the number of aged and disabled persons in need of long-term care rises rapidly. Much faster than average growth is also expected in Home Health Care Services.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	0%	60%	40%	0%
Fully Experienced and Qualified:	25%	25%	44%	6%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 51 Employees Leaving: 27/53% Temporary: 21/41% Promotions: 2/4% New Positions: 1/2%

Outcome Of Firms' Employment In 1995: Grow - 6% Remain Stable - 88% Decline - 6%

Comments reported by employers included:

Growth: Opened a fourth operating room.

Stability: Managed Medicare hours, changes or turnover of staff did not affect work, and long-term employees retained.

Decline: Restructuring of job responsibilities.

Three-Year Projections For Firms' Employment: Grow - 31% Remain Stable - 69% Decline - 0%

Comments reported by employers included:

Growth: Merger, expansion of clinic or office, and possible increase in eligibility work for medical groups.

Stability: Possible decrease in the number of employees working full-time, facility not filled but present staff would increase hours as needed, different services would not require more staff, no plans for expansion, facility able to accommodate set number of patients, and health care status may affect occupation needs.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	94%	Nurseweek News Magazine and Bulletin Board at Schools and Hotline	19%
Employees' Referrals	56%	Public School/Program Referrals	6%
Unsolicited Applicants	31%	Private School Referrals	6%
In-house Promotion or Transfer	25%	Union Hall Referrals	0%
Employment Development Dept.	19%	Private Employment Agencies	0%

OTHER INFORMATION

Most (69%) employers do promote their employees to: Supervisor of Medical Department, Head Nurse, Registered Nurse, Supervisor, Senior Clinic Coordinator, and LVN II.

MACHINISTS

Machinists

Employers Responded: 15 • Employees Covered: 134

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Common Job Titles Used by Responding Employers: Machinist, Machine Operator, Toolmakers, Assemblers, CNC (Computer Numeric Control) Operator, CAD (Computer Assisted Drafting) Draftperson, and Machine Shop Operator III.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$5.00 to \$10.58/hour	\$6.00/hour
New employees with prior experience	\$7.00 to \$16.35/hour	\$10.00/hour
Employees after three years	\$10.00 to \$24.04/hour	\$15.00/hour

Hours: All employees work full-time—45 hours per week weighted average.

Status: Male: 94% Female: 6% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	87%	Paid Sick Leave	0%
Medical Insurance	87%	Dental Insurance	0%
Life Insurance	67%	Life Insurance	0%
Dental Insurance	47%	Retirement Plan	0%
Paid Sick Leave	40%	Paid Vacation	0%
Retirement Plan	33%	Medical Insurance	0%
Vision Insurance	33%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Education Assistance.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 33% Usually - 27% Sometimes - 27% Never - 13%

Almost All employers (93%) require or prefer an average of 36 months of related experience. Most (77%) of these employers seek an average of 32 months of Machinist experience. Specific Machinist experience sought in automotive and at a senior level. Other experience includes: Assemblers, Mechanic, Toolmaker, and Machine Operator.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 13% Sometimes - 53% Never - 33%

Required Training or Certification Prior to Employment: Some (27%) employers require between 6 and 24 months or an average of 15 months of training or certification that includes mill and/or lathe operation skills, welding, lens design, and Machinist training certification.

Education Of Recent Hires:	High School or Equivalent	90%
	Some College, No Degree	6%
	Bachelor (4 Year) Degree	3%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Many (53%) employers seek computer skills and/or qualifications. These employers report this information as follows:

Other: 100%—Triad Software, Computer Numeric Control (CNC) Software, Computer Assisted Drafting (CAD), Computer Assisted Machinists (CAM).

New Skills and Desired Qualifications Over the Next 3 Years: Most (60%) employers reported skills and/or qualifications which included: knowledge, operation and programming of Computer Numeric Control (CNC) machines, Computer Assisted Drafting (CAD), Computer Assisted Machinists (CAM), computers, and statistical process control.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
 Growth Separations Total
 200 150 350

Jobs: 1993 - 920 2000 - 1120
 Growth Rate: 21.7%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES
 Growth Separations Total
 29 21 50

Jobs: 1034 Occupation Size: Large
 Growth Rate: 0.89% Slower Than Average

State and Nationwide Employment Outlook: Automation is the major factor in the employment decline projected for Machinists. Employment of Machinists involved in plant maintenance however, is often more stable because proper maintenance and repair of costly equipment remain vital concerns even when production levels fall.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	40%	30%	10%	20%
Fully Experienced and Qualified:	20%	20%	33%	27%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 31 New Positions: 13/42% Employees Leaving: 11/35% Temporary: 5/16% Promotions: 2/6%

Outcome Of Firms' Employment In 1995: Grow - 40% Remain Stable - 47% Decline - 13%

Comments reported by employers included:

Growth: Increased sales and orders.

Stability: Stable workload, industry keeps the same status, stability is part of the business plan, no change in production, and machinists can control amount of work.

Decline: Recession in sporting industry.

Three-Year Projections For Firms' Employment: Grow - 40% Remain Stable - 60% Decline - 0%

Comments reported by employers included:

Growth: Temporary recession with market changes expected to improve, integration of machine shop operations from overseas, increase in sales, and aggressive management.

Stability: "Small company can control their work," stable workload, and customer base is locked in.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	60%	Private School Referrals.	20%
Employees' Referrals	60%	Public School/Program Referrals	20%
Employment Development Dept.	27%	Private Employment Agencies	20%
In-house Promotion or Transfer	27%	Temporary Agencies	7%
Unsolicited Applicants	27%	Union Hall Referrals	0%

OTHER INFORMATION

Many (53%) employers do promote their employees to: Machine Operator, Machinist, Lead Person, Toolmaker, Numeric Control (NC) Machinist, Machine Shop Supervisor, Set-up Machinist, Lead, Machine Shop Operator, and Supervisory positions.

MEDICAL ASSISTANTS

Medical Assistants

Employers Responded: 15 • Employees Covered: 53

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Common Job Titles Used by Responding Employers: Medical Assistants, Nurse, Registered Nurse, Tech Aide, Back Office, Back-Office Assistant.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$7.00 to \$10.00/hour	\$8.00/hour
New employees with prior experience	\$7.50 to \$12.00/hour	\$9.00/hour
Employees after three years	\$9.00 to \$14.00/hour	\$11.50/hour

Hours: Almost All employees (85%) work full-time—with 91% at 40 hours per week weighted average.

Status: Female: 96% Male: 4% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	93%	Paid Vacation	40%
Paid Vacation	80%	Paid Sick Leave	40%
Paid Sick Leave	67%	Retirement Plan	20%
Retirement Plan	53%	Medical Insurance	13%
Life Insurance	40%	Life Insurance	13%
Dental Insurance	40%	Dental Insurance	7%
Vision Insurance	20%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: 401K and Paid Annual Leave or Time Off.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 27% Usually - 53% Sometimes - 13% Never - 7%

Almost All (93%) employers require or prefer an average of 14 months of related experience. Most (64%) of these employers require an average of 8 months of Medical Assistant experience. Few employers seek an average of 24 months of previous experience in a doctor's office. Other experience includes: cardiological environment, clerical, and back or front office.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 13% Sometimes - 67% Never - 20%

Required Training or Certification Prior to Employment: Most employers (73%) require an average of 9 months of prior training or certification. Many (55%) of these employers require a 6-month Medical Assistant Certification. Some (27%) of these employers require between 6 and 12 months of Medical Assistant training. Other requirements include: Patient Care Technician and Medical Back-Office training program.

Education Of Recent Hires:	High School or Equivalent	81%
	Some College, No Degree	19%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Many (47%) responding employers seek computer skills and/ or qualifications. These employers report this information as follows:

Data Base: 67% Word Processing: 22% Spreadsheet: 11%

Other: 44%—medical computer language, typing and familiar with the computer keyboard.

New Skills and Desired Qualifications Over the Next 3 Years: Most (73%) employers reported skills and/or qualifications that included: up-to-date computer skills including using hand-held computers, operating Electroencephalogram, Accucheck machines, and Fetal Non-Stress equipment, having a basic understanding of insurances and medications, bilingual ability, keeping up with paperwork for Health Maintenance Organizations (HMO's), more involvement with patient care, excellent spelling, and knowledge of medical terminology.

Obsolete Skills Over The Next 3 Years: Few employers reported phlebotomy as an obsolete skill due to changes in State law.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
210	60	270

Jobs: 1993 - 640 2000 - 850

Growth Rate: 32.8%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES		
Growth	Separations	Total
30	9	39

Jobs: 760 Occupation Size: Medium

Growth Rate: 1.34% Faster Than Average

State and Nationwide Employment Outlook: This occupation is one of the fifty fastest growing occupations in the State. Employment growth will be driven by growth in the number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both clinical and clerical duties. In view of the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	9%	55%	36%	0%
Fully Experienced and Qualified:	20%	40%	40%	0%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 16 Employees Leaving: 9/56% New Positions: 6/38% Promotions: 1/6% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 40% Remain Stable - 53% Decline - 7%

Comments reported by employers included:

Growth: Increased number of doctors and facility expansions.

Stability: Low employee turnover and unchanging staffing levels.

Decline: Decrease in doctors on staff.

Three-Year Projections For Firms' Employment: Grow - 33% Remain Stable - 67% Decline - 0%

Comments reported by employers included:

Growth: Mergers, and an increase in medical staff and patient caseload.

Stability: No plans for expansion or increase in the number of physicians.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	87%	Private Employment Agencies	13%
Employees' Referrals	73%	Private School Referrals	7%
Public School/Program Referrals	27%	Union Hall Referrals	0%
Employment Development Dept.	20%	Unsolicited Applicants	0%
In-house Promotion or Transfer	13%	Other	0%

OTHER INFORMATION

Many (40%) employers do promote their employees to: Back-Office Assistant, Authorization Clerk, Lead Medical Assistant, Supervisor of Medical Department, and Clinic Manager.

ORDER CLERKS

Order Clerks—Materials, Merchandise, and Service

Employers Responded: 20 • Employees Covered: 203

Order Clerks receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates, and delays, preparing contracts, and handling complaints. Please do not include workers who dispatch as well as take orders for services.

Common Job Titles Used by Responding Employers: Customer Service Representatives, Secretaries, Call Center Representatives, Associate Consultant Services Representative, Office Saff, Installers, Counter Help, Technicians, Sales Associate or Coordinator, Accounting Clerk, Shipping and Receiving Clerk, Office Manager, and Purchasing Coordinator.

WAGES AND UNION STATUS

	Range	Median
New employees with no prior experience	\$5.25 to \$12.27/hour	\$7.75/hour
New employees with prior experience	\$5.25 to \$14.00/hour	\$9.71/hour
Employees after three years	\$6.50 to \$18.00/hour	\$12.25/hour

Hours: Most employees (76%) work full-time—with 97% at 40 hours per week weighted average. Some (24%) employees work part-time —20 hours per week weighted average.

Status: Female: 72% Male: 28% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	95%	Dental Insurance	5%
Paid Vacation	85%	Paid Sick Leave	5%
Paid Sick Leave	85%	Paid Vacation	5%
Dental Insurance	65%	Retirement Plan	5%
Life Insurance	60%	Vision Insurance	5%
Retirement Plan	55%	Medical Insurance	5%
Vision Insurance	35%	Life Insurance	0%
Child Care	5%	Child Care	0%

Other benefits for full-time workers include: Long-Term Disability, Stock Option, and 401K.

Other benefits for part-time workers include: Accidental Death and Dismemberment and Profit Share.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 30% Usually - 40% Sometimes - 30% Never - 0%

All employers require or prefer an average of 18 months of related experience. Some (30%) employers seek an average of 10 months of Customer Service experience. Some (20%) employers seek between 12 and 24 months in Sales. Specific experience is sought in Retail and Inside Sales. Other experience includes: Order Clerk, Data Entry, related office experience, Shipping and Receiving Clerk, Retail Associate, Clerk, Accountant, and Purchasing Agent. Based on the employer's business, specific experience is sought in Pharmacy, Boating, Photography, Digital Design, Driver, and Parts Person.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 25% Sometimes - 60% Never - 15%

Required Training or Certification Prior to Employment: Some (20%) employers require an average of 20 months of training or certification that includes Photography and Design courses, Welding sales and knowledge, Accounting and Business classes, and Communication Skills training.

Education Of Recent Hires:	High School or Equivalent	95%
	Associate (2 Year) Degree	3%
	Some College, No Degree	2%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Almost All (85%) employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 71% Data Base: 35% Spreadsheet: 35% Desktop Publishing: 18%

Other: 18%—Retail Pro (retail software), basic computer skills, familiarity with computer keyboard, and ability to type a minimum of 25 words per minute.

New Skills and Desired Qualifications Over the Next 3 Years: Some (35%) employers reported new skills and/or qualifications that included: desktop publishing, website, Internet marketing, e-mail, basic knowledge of new equipment, better communication skills, and selling and management skills.

Obsolete Skills Over The Next 3 Years: Few employers reported word processing as an obsolete skill.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
190	140	330

Jobs: 1993 - 890 2000 - 1080

Growth Rate: 21.3%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES		
Growth	Separations	Total
27	20	47

Jobs: 999 Occupation Size: Large

Growth Rate: 0.87% Slower Than Average

State and Nationwide Employment Outlook: Demand for outside Order Clerks who deal mainly with the public should remain fairly strong. However, productivity gains from the increasing use of automation will absorb some of the growth in the volume of orders. Demand for inside Order Clerks will be much weaker. Sophisticated inventory control and automatic billing systems allow companies to track their inventory and accounts with much less help from Order Clerks.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	29%	29%	43%	0%
Fully Experienced and Qualified:	15%	40%	35%	10%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 128 Employees Leaving: 75/59% New Positions: 35/27% Promotions: 16/13% Temporary: 2/2%

Outcome Of Firms' Employment In 1995: Grow - 20% Remain Stable - 75% Decline - 5%

Comments reported by employers included:

Growth: Marketing more orders and business, new department designated, and company relocated to add more phones.

Stability: Stable customer demand and amount of work, sufficient staff to handle work, slow economy, company merger, and no change in services or products.

Decline: Decrease in volume of work.

Three-Year Projections For Firms' Employment: Grow - 50% Remain Stable - 50% Decline - 0%

Comments reported by employers included:

Growth: Expanding company, more stores, new products, higher customer demand and extension of services, marketing more orders, and an increase in business and sales.

Stability: No major changes expected, stable business, and sufficient staff.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	75%	Unsolicited Applicants	15%
Employees' Referrals	75%	Employment Development Dept.	15%
In-house Promotion or Transfer	40%	Private School Referrals	10%
Private Employment Agencies	25%	Temporary Hires	5%
Public School/Program Referrals	15%	Union Hall Referrals	0%

OTHER INFORMATION

Most (60%) employers do promote their employees to: Sales Coordinator or Manager, Sales People, Specialized Customer Representatives Handling Major Customers, Outside Sales, Sales Management, Office Help, Counter Supervisor, Consultant Services Representative, Supervisor, Purchasing, Senior Level, and Warehouse or Plant Manager.

PAINTERS, PAPERHANGERS

Painters, Paperhangers—Construction and Maintenance

Employers Responded: 16 • Employees Covered: 146

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Common Job Titles Used by Responding Employers: Painters, Painter Helpers, Foreperson, Apprentice, Journeyperson, Maintenance Worker, Carpenter, Drywaller, Framer, Taper, and Maintenance Engineer.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$6.00 to \$12.18/hour	\$6.98/hour
New employees with prior experience	\$8.00 to \$15.22/hour	\$10.00/hour
Employees after three years	\$12.00 to \$18.00/hour	\$15.00/hour

Hours: Most employees (84%) work full-time—40 hours per week weighted average.

Status: Male: 98% Female: 2% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	82%	Dental Insurance	0%
Paid Vacation	55%	Paid Sick Leave	0%
Paid Sick Leave	45%	Paid Vacation	0%
Dental Insurance	45%	Retirement Plan	0%
Life Insurance	45%	Life Insurance	0%
Retirement Plan	27%	Medical Insurance	0%
Vision Insurance	18%	Vision Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Christmas Bonus.

Other benefits for part-time workers include: Incentives.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 13% Usually - 44% Sometimes - 44% Never - 0%

All employers require or prefer an average of 32 months of related experience. Almost All (93%) employers seek an average of 27 months or between 3 and 60 months of Painter experience. Specific Painter experience is sought in Carpentry-finished Journeyperson, Apprentice, and Helper. Other experience includes: Laborer, General Maintenance, Maintenance Engineer, Steel Framer, and Drywaller.

Training Acceptable as a Substitute for Work Experience:

Always - 6% Usually - 19% Sometimes - 69% Never - 6%

Required Training or Certification Prior to Employment: Few employers require an average of 9 months of training or certification that includes safety training and product and equipment knowledge.

Education Of Recent Hires:	High School or Equivalent	69%
	Less Than High School	26%
	Some College, No Degree	5%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: None reported.

New Skills and Desired Qualifications Over the Next 3 Years: Some (38%) employers reported skills and/or qualifications that included: being adaptable to materials, improved handling of hazardous waste, knowing new products and product application, attention to detail, being alert and aware, and having good eyesight.

Obsolete Skills Over The Next 3 Years: None reported

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
160 70 230

Jobs: 1993 - 370 2000 - 530

Growth Rate: 43.2%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
23 10 33

Jobs: 461 Occupation Size: Medium

Growth Rate: 1.77% Much Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the fastest job growth through the year 2000. State and Nationwide Employment Outlook: Prospects for persons seeking jobs as Painters or Paperhangers should be quite favorable due to the high turnover. Despite the favorable overall conditions, job seekers considering these occupations should expect some periods of unemployment because many construction projects are of short duration and construction activity is cyclical and seasonal in nature.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	36%	36%	29%	0%
Fully Experienced and Qualified:	25%	13%	38%	25%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 70 Temporary: 45/64% New Positions: 13/19% Employees Leaving: 12/17% Promotions: 0%

Outcome Of Firms' Employment In 1995: Grow - 31% Remain Stable - 56% Decline - 13%

Comments reported by employers included:

Growth: Increased projects, marketing effort, company expansion in new location, and successful bidding on jobs.

Stability: Weather fluctuations, amount of work remained the same, no business changes, efficiency of operations, and highly competitive business.

Decline: Less work and lack of jobs

Three-Year Projections For Firms' Employment: Grow - 56% Remain Stable - 31% Decline - 13%

Comments reported by employers included:

Growth: More contracts being signed, aggressive marketing, and 10% increase in volume would increase need in occupation.

Stability: Not expecting more workload, and owner's choice.

Decline: Owner retiring and closing business, and possible outside contracting of business.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Employees' Referrals	56%	Word of Mouth and Ex Union List	13%
Newspaper Ads	38%	Private Employment Agencies	6%
Unsolicited Applicants	38%	Private School Referrals.	0%
In-house Promotion or Transfer	25%	Union Hall Referrals	0%
Employment Development Dept.	19%	Public School/Program Referrals	0%

OTHER INFORMATION

Most (63%) employers do promote their employees to: Maintenance Supervisor, Sales, Estimating, Assistant Foreperson, Foreperson, Supervisors, Managers, Apprentice, and Journey person.

PERSONAL AND HOME CARE AIDES

Personal and Home Care Aides

Employers Responded: 12 • Employees Covered: 290

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Please do not include Nurses' Aides and Home Health Care Workers.

Common Job Titles Used by Responding Employers: Homemaker Companions, Care Giver, Crisis Counselor, Intake Specialist, Case Coordinator, Behavior Specialist, Companions, Live-Ins, and Personal Care Companion or Aide.

WAGES, HOURS, AND UNION STATUS

	Range	Median
New employees with no prior experience	\$5.00 to \$8.00/hour	\$7.00/hour
New employees with prior experience	\$5.50 to \$8.85/hour	\$7.13/hour
Employees after three years	\$6.00 to \$13.00/hour	\$8.36/hour

Hours: Most employees (75%) work on a temporary or on-call basis—20 hours per week weighted average. Few (19%) employees work full-time—40 hours per week weighted average.

Status: Female: 80% Male: 20% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	89%	Paid Sick Leave	44%
Paid Sick Leave	78%	Paid Vacation	44%
Medical Insurance	67%	Dental Insurance	33%
Dental Insurance	67%	Medical Insurance	33%
Life Insurance	44%	Vision Insurance	11%
Retirement Plan	33%	Retirement Plan	0%
Vision Insurance	22%	Life Insurance	0%
Child Care	0%	Child Care	0%

Other benefits for full-time workers include: Vacation Bonus

Other benefits for part-time workers include: Subsidized Medical and Dental.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 33% Usually - 25% Sometimes - 42% Never - 0%

All employers require or prefer an average of 12.5 months of related experience. Some (25%) employers seek an average of 10 months of Home or Household companion experience. Other experience includes: Crisis Intake Specialist, Case Coordinator, Behavioral Specialist, Non-Personal Care Attendant, Housekeeper, Babysitter, Personal Care, Care Giving, Family Support Worker, Physical Therapy, and Nursing Attendant.

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 42% Sometimes - 50% Never - 8%

Required Training or Certification Prior to Employment: Some (33%) employers require an average of 6 months of training or certification. Many (50%) of these employers require Nurses Aide or Health Aide certification with an average of 9 months of training. Other requirements include: Cardiopulmonary Resuscitation (CPR) certification, Certified Health Aide (CHA), Common Sense Training, and Crisis Intervention Training.

Education Of Recent Hires:	High School or Equivalent	77%
	Associate (2 Year) Degree	12%
	Some College, No Degree	5%
	Less Than High School	4%
	Bachelor (4 Year) Degree	2%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Few employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 100%

New Skills and Desired Qualifications Over the Next 3 Years: Many (50%) employers reported skills or qualifications that included: Behavior analyst and mental health work, computer literacy, use of hoist, body mechanics, driving capability, English speaking, update skills as required by State law, kindness, and a caring attitude.

Obsolete Skills Over The Next 3 Years: Few employers reported lifting without equipment as an obsolete skill.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth 170 Separations 20 Total 190

Jobs: 1993 - 270 2000 - 440

Growth Rate: 63.0 %

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth 31 Separations 6 Total 37

Jobs: 367 Occupation Size: Small

Growth Rate: 2.58% Much Faster Than Average

County Employment Outlook: This occupation ranks as thirteenth among the occupations with the fastest job growth through the year 2000. Ventura County Employer Statements: Companies are reluctant to get into this field because these workers present a potential insurance liability due to the fact they are not licensed or certified in any way. More and more of these workers are employed by private individuals rather than as employees of a company. Also, changes in the amount of funding available from government sources has impacted the number and frequency of visits allowed in private homes. For this reason, employers have gone out of business or into board and care facilities. The major portion of government funding for this type of service is for certified Home Health Aides and Nurses who can provide personal care and assist with self-administered medications. State and Nationwide Employment Outlook: Demand for Personal and Home Care Aides is expected to rise due to projected rapid growth in the elderly population.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	13%	50%	38%	0%
Fully Experienced and Qualified:	17%	17%	58%	8%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 163 Temporary: 129/79% New Positions: 20/12% Employees Leaving: 9/6% Promotions: 5/3%

Outcome Of Firms' Employment In 1995: Grow - 67% Remain Stable - 33% Decline - 0%

Comments reported by employers included:

Growth: More personal care assistance required, company expansion, new grants, and word of mouth referrals.

Stability: Private funding limits affordability, number of residents remained the same, and turnover in staff but overall number did not change.

Three-Year Projections For Firms' Employment: Grow - 67% Remain Stable - 25% Decline - 8%

Comments reported by employers included:

Growth: Companies expanding, demand increasing as number of elderly growing, and more people opting for home care.

Stability: No expected change in funding or plans for expansion.

Decline: People who need the services becoming more independent and able to obtain unpaid support.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT
Newspaper Ads	100%
Employees' Referrals	75%
In-house Promotion or Transfer	33%
Employment Development Dept.	25%
Unsolicited Applicants	17%

SOURCE	PERCENT
Private Employment Agencies	17%
Flyers	8%
Public School/Program Referrals	8%
Private School Referrals.	8%
Union Hall Referrals	0%

OTHER INFORMATION

Most (75%) employers do promote their employees to: Medical Records Office, Customer Service Associate, Management, Supervisor, Senior Crisis Counselor, Residential Counselor, Behavior Modification Counselor, Coordinator of Home-Based Services, Community Support Companion, Certified Nursing Assistant (CNA), and Office Position.

WELDERS AND CUTTERS

Welders and Cutters

Employers Responded: 15 • Employees Covered: 85

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment and gas torches to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Common Job Titles Used by Responding Employers: Bender, Cutter, Welder, Machinist, Maintenance Welder, Polisher, Tipper, Body Person, Helper, Maintenance Welder, Production Assistant, Drive Line Technicians, and Fabricator.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$5.50 to \$7.00/hour	\$6.75/hour
New employees with prior experience	\$7.00 to \$16.78/hour	\$12.00/hour
Employees after three years	\$8.50 to \$19.18/hour	\$15.76/hour

Hours: Almost All employees (91%) work full-time—40 hours per week weighted average.

Status: Male: 100% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Life Insurance	8%
Medical Insurance	75%	Dental Insurance	0%
Paid Sick Leave	67%	Paid Vacation	0%
Dental Insurance	67%	Retirement Plan	0%
Life Insurance	67%	Paid Sick Leave	0%
Retirement Plan	42%	Medical Insurance	0%
Vision Insurance	42%	Vision Insurance	0%
Child Care	8%	Child Care	0%

Other benefits for full-time workers include: Health Maintenance Organization (HMO) and Educational Assistance.

Other benefits for part-time workers include: Child Care.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 60% Usually - 13% Sometimes - 27% Never - 0%

All employers require or prefer an average of 29 months of related experience. Most (73%) employers seek an average of 27 months of Welder experience. Specific experience is sought in Pipe, Structural, Metal, and Journey-level Welding. Other experience includes Helper, Installer, Rigging, Machine Shop, Fabricator, Warehouseperson, and Bodyperson.

Training Acceptable as a Substitute for Work Experience:

Always - 7% Usually - 13% Sometimes - 53% Never - 27%

Required Training or Certification Prior to Employment: Many (53%) employers require between 6 and 12 months of training. Most (63%) of these employers require Welding Certification of up to 12 months of training. Other requirements include car training and Welding classes.

Education Of Recent Hires:	High School or Equivalent	86%
	Some College, No Degree	9%
	Less Than High School	5%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Few employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Word Processing: 100% Spreadsheet: 100%

New Skills and Desired Qualifications Over the Next 3 Years: Many (40%) employers reported skills and/or qualifications which included: Computer software skills and training, computer controlled tools, ongoing training on specialized tools, orbital welding, periodic recertification, and blueprint reading and layout.

Obsolete Skills Over The Next 3 Years: Few employers reported pipe-fitting and certified pipe welding as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections
Growth Separations Total
140 90 230

Jobs: 1993 - 420 2000 — 560

Growth Rate: 33.3%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES

Growth Separations Total
20 13 33

Jobs: 500 Occupation Size: Medium

Growth Rate: 1.36% Faster Than Average

County Employment Outlook: This occupation ranks among the top fifty occupations with the fastest job growth through the year 2000. State and Nationwide Employment Outlook: The level of construction is expected to expand, as is the number of metal products needing repair, increasing the need for welding and cutting. Despite the welding jobs eliminated by automated welding systems, manual welders, especially those with a wide variety of skills, will still be needed for the maintenance, repair, and other work in manufacturing that cannot be automated.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	50%	17%	17%	17%
Fully Experienced and Qualified:	27%	27%	33%	13%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 22 New Positions: 18/82% Employees Leaving: 4/18% Promotions: 0% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 27% Remain Stable - 67% Decline - 7%

Comments reported by employers included:

Growth: Government funding and customer requirements increased business.

Stability: Consistent workload and volume, sufficient staff, and business flat-lined.

Decline: Oil industry fluctuation.

Three-Year Projections For Firms' Employment: Grow - 33% Remain Stable - 60% Decline - 7%

Comments reported by employers included:

Growth: New projects, increase in demand for products, continued growth in business and economy.

Stability: Sufficient staff to remain busy, and no change in economy for business growth.

Decline: Oil industry pulling out of California.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	60%	Private School Referrals	7%
Employees' Referrals	53%	Employment Development Dept.	7%
Unsolicited Applicants	33%	In-house Promotion or Transfer	7%
Private Employment Agencies	20%	Public School/Program Referrals	7%
Workforce Development Division		Union Hall Referrals	0%
and Word of Mouth	13%		

OTHER INFORMATION

Most (73%) employers do promote their employees to: Supervisor, Foreperson, Sales, Managers, Lead Machinist, Principal Maintenance Engineer, Chief Engineer, Production Supervisor, and Counter Sales.

1996 Ventura County

CCOIS
Occupations
Non-OES

Bio-Technology Research Assistants

Employers Responded: 17 • Employees Covered: 467

Bio-technology Research Assistants perform research and laboratory tasks for projects and products in collaboration with others. These projects incorporate the application of technology to living organisms in order to modify products or improve plants and animals. They exercise technical discretion in the design, execution, or interpretation of experiments.

Common Job Titles Used by Responding Employers: Manufacturing Research Assistant, Research Associate I, II or III, Research Associate, Product Development Chemist, Wildlife Biologist, Technician, Research and Development Chemist, Laboratory Technician, Bio-Med Lab Technician, Aquatic Biologist, Insectary Technician, Technician Assistant, and Plant Propagation Specialist.

NOTE: The survey results listed include additional information on wages, skills, and experience which are based on the educational levels of the employers' recent hires.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$5.00 to \$17.26/hour	\$9.59/hour
New employees with prior experience	\$6.00 to \$23.97/hour	\$10.07/hour
Employees after three years	\$7.75 to \$35.96/hour	\$13.00/hour

Few employers pay their employees wages and commission.

Hours: Almost All employees (97%) work full-time—40 hours per week weighted average.

Status: Female: 56% Male: 44% All employers have non-union employees.

The following average employee wages, including commission, are based on the educational levels of the employers' recent hires.

	No Prior Exper./Range	Prior Exper./Range	After 3 Years/Range
Bachelor Degree	\$12.95/\$8.15 to \$16.03	\$15.29/\$9.59 to \$17.40	\$17.75/\$12.95 to \$23.08
Associate Degree	\$10.32/\$6.50 to \$17.26	\$12.49/\$7.00 to \$23.97	\$17.24/\$9.00 to \$35.96
Some College	\$8.55/\$7.50 to \$9.59	\$10.04/\$10.00 to \$10.07	\$12.76/\$11.51 to \$14.00
High School	\$6.56/\$5.00 to \$9.00	\$7.75/\$6.00 to \$10.00	\$9.44/\$7.75 to \$12.00

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Paid Vacation	100%	Paid Sick Leave	13%
Medical Insurance	87%	Paid Vacation	13%
Paid Sick Leave	80%	Dental Insurance	0%
Dental Insurance	60%	Retirement Plan	0%
Retirement Plan	40%	Medical Insurance	0%
Life Insurance	40%	Life Insurance	0%
Vision Insurance	27%	Vision Insurance	0%
Child Care	13%	Child Care	0%

Other benefits for full-time workers include: Paid Holidays and 401K.

Other benefits for part-time workers include: 401K.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 0% Usually - 47% Sometimes - 47% Never - 6%

Almost All employers (94%) require or prefer an average of 19 months or between 6 to 60 months of related experience. The following experience is based on the educational levels of the employers' recent hires.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION (continued)

Bachelor Degree: All employers require or prefer an average of 29 months or between 12 to 60 months of related experience. Some (29%) of these employers seek an average of 12 months of Research Associate or Technician experience and between 36 and 60 months of experience in higher levels of these positions. Other experience includes: Clinical Laboratory (24 months), Product Development Associate (12 months), Manufacturing or Laboratory (12 months), Wildlife Biology Work (12 months), and Bio-Technician (12 months).

Associate Degree: All employers require or prefer an average of 16.5 months or between 6 to 24 months of related experience. Many (50%) of these employers seek an average of 12 months of work in Lab work/experience. Other experience includes: Lab Technician (6-24 months) and Bio-Chemical Environment (12 months).

Some College No Degree: Many (50%) employers require or prefer an average of 6 months of related experience that includes Animal Husbandry and Nursery Work.

High School or Equivalent: All employers require or prefer an average of 10.5 months or between 6 to 12 months of related experience that includes: Biological Science Work (6 months), Agricultural Science Work (6 months), Sterile Technique (6 months), Laboratory Procedures (12 months) and Plant Tissue Technician (12 months).

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 35% Sometimes - 59% Never - 6%

Required Training or Certification Prior to Employment: Few employers require a Bachelor of Science (BS) or Associate Degree in Biological Science or Chemistry.

Education Of Recent Hires:	Bachelor (4 Year) Degree	56%
	High School or Equivalent	28%
	Some College, No Degree	11%
	Associate (2 Year) Degree	5%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: Most (71%) employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Spreadsheet: 67% Data Base: 50% Word Processing: 33%

Other: 25%—IBM DOS, Label Printing and Typing.

New Skills and Desired Qualifications Over the Next 3 Years: Almost All (94%) employers reported skills and/or desired qualifications. These skills and/or qualifications are listed per educational category and include:

Bachelor Degree: Open mind to change in procedures, computer mapping, chromosome structure studies, linking clinical analyzer to computer bases, molecular cloning, PCR protein purification, flow cyto, bioinformation, combinatorial chemistry, and keeping abreast of new technologies.

Associate Degree: Tissue harvesting, tissue culture preparation, use of the high level analyzer such as the High Performance Logic Computer, and solid technical education.

Some College No Degree: Bilingual, experience working with microbial organisms, and new skills based on new government regulations.

High School or Equivalent: computer Literacy, learn procedures for working on living organisms, experience in growing cells in a lab, learn procedures for differing plant response, good manual dexterity, follow repetitive directions, and ability to lift 12 pounds. at shoulder level.

Obsolete Skills Over The Next 3 Years: None reported.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
30	10	40

Jobs: 1993 - 70 2000 - 100

Growth Rate: 42.9%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES		
Growth	Separations	Total
4	1	5

Jobs: 87 Occupation Size: Very Small

Growth Rate: 1.76% Much Faster Than Average

Projections: Estimates are from projections for Chem Techs—except Health—OES Code 245050.

Ventura County Employer Statements: The growing number of plant, animal, and medicinal products or modifications developed using Biotechnology Techniques will increase employment demand. During periods of recession, workers will be less likely to lose jobs than those in other occupations because most are employed on projects involving long-term research.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	29%	24%	41%	6%
Fully Experienced and Qualified:	6%	35%	53%	6%

Source Of Filled Vacancies Over the Last 12 Months: Almost All (94%) employers reported the following information:

Total Hired: 18 Employees Leaving: 7/39% Promotions: 6/33% New Positions: 4/22% Temporary: 1/6%

Outcome Of Firms' Employment In 1995: Grow - 41% Remain Stable - 53% Decline - 6%

Comments reported by employers included:

Growth: Additional investment in research and development, regulations required more employees, increased workload, and new methods enhanced production.

Stability: Company still in planning stage or setting up procedures for expansion, long-term employees, no changes or need for additional help, company reaching potential, and research is a small part of business.

Decline: Major client declared bankruptcy.

Three-Year Projections For Firms' Employment: Grow - 71% Remain Stable - 29% Decline - 0%

Comments reported by employers included:

Growth: More investment in research and development, regulations requiring more employees, increase in workload, substantial sales increase and demand for product, anticipation of acceptance of contracts, new projects, expansion of plant utilization, and this occupation is considered to be an emerging new technology.

Stability: No significant changes expected that will affect staff, limited facility, and present temporary help will be working more.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT	SOURCE	PERCENT
Newspaper Ads	65%	Employment Development Dept.	24%
Employees' Referrals	59%	Unsolicited Applicants	12%
In-house Promotion or Transfer	29%	Referrals	6%
Public School/Program Referrals	24%	Private School Referrals.	0%
Private Employment Agencies	24%	Union Hall Referrals	0%

OTHER INFORMATION

Almost All (88%) employers do promote their employees to: Technical Support Specialist in Marketing and Research, Director of Research Development, Supervisory positions, Group Leaders in Research, Senior Chemist, Project Manager, Refuge Manager, Manager of Production, Research Associate II and III, Associate Scientist I and II, Agricultural Staff, Bio-Medical Research Staff, Laboratory Technician II, Chemist, Foreperson of Team, Technologist (if State License received), Supervisor, and Lead Laboratory Technician.

COMPUTER GRAPHICS

Computer Graphics Specialist

Employers Responded: 18 • Employees Covered: 86

Computer Graphics Specialists create computer graphic designs and artwork to illustrate subject consumption of materials, products, or services, and to influence others in their opinions of individuals, organizations, products or services. Graphics and artwork are created with computer modeling and graphics software. They may edit, add color, texture, and motion to graphics with a computer.

Common Job Titles Used by Responding Employer: Graphic Artist, Architectural and Civil Engineer Operator, Senior Graphics Artist, Associated Graphics Illustrator, Graphics Designer, Visual Information Specialist, and Mac Operator.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$5.75 to \$13.63/hour	\$8.09/hour
New employees with prior experience	\$8.63 to \$22.00/hour	\$14.07/hour
Employees after three years	\$12.00 to \$26.44/hour	\$16.27/hour

Hours: Almost All employees (90%) work full-time—with 77% at 41 hours a week weighted average.

Status: Female: 52% Male: 48% All employers have non-union employees.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	100%	Medical Insurance	24%
Paid Vacation	94%	Paid Sick Leave	18%
Dental Insurance	94%	Retirement Plan	18%
Paid Sick Leave	76%	Paid Vacation	18%
Life Insurance	71%	Life Insurance	12%
Retirement Plan	65%	Dental Insurance	6%
Vision Insurance	53%	Vision Insurance	6%
Child Care	6%	Child Care	6%

Other benefits for full-time workers include: Annual Leave, 401K, Stock Options, and Long- and Short-Term Disability.

Other benefits for part-time workers include: Long-term Care.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 67% Usually - 28% Sometimes - 6% Never - 0%

All employers require or prefer an average of 28 months or between 12 to 36 months of related experience. Most (61%) employers seek an average of 20 months of work in Graphics. Specific Graphics experience sought in: Computer (22 months), Tech I (18 months), Art Level II (18 months), Design (12 months), Artist and/or Designer (18 months) and Creative (12 months). Some (22%) employers seek an average of 30 months of Drafter experience. Specific Drafter experience sought in: Architectural (36 months), Civil (24 months), and Tech (24 months). Other experience includes: Designer (36 months), Scanner Operations (36 months), Macintosh Operator (24 months), Computer experience (12 months), Journey Level Computer Specialist (12 months), Forms Design (12 months), Administrative Aide (12 months), and Artist (12 months).

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 11% Sometimes - 72% Never - 17%

TRAINING, PRIOR EXPERIENCE, AND EDUCATION (continued)

Required Training or Certification Prior to Employment: Some (33%) employers require an average of 14 months or between 6 and 24 months of training or certification that includes: Computer and Drafting classes (24 months), Graphic Art (24 months), Macintosh, Pagemaker, Quark and Adobe Illustrator classes (12 months), PC and/or Macintosh familiarity (6 months) and Microstation workstation or Auto-CAD (6 months).

Education Of Recent Hires:	Some College, No Degree	60%
	Bachelor (4 Year) Degree	22%
	Associate (2 Year) Degree	9%
	High School or Equivalent	9%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications. These employers report this information as follows:

Desktop Publishing: 56% Word Processing: 44% Spreadsheet: 28% Data Base: 22%

Other: 56%—Macintosh, Adobe Photoshop, Quark Xpress, Adobe Illustrator, Graphics, Adobe Pagemaker, Multi Ad, Microstation Workstation, Computer Aided Drafting (CAD), AutoCAD, and Operating Systems.

New Skills and Desired Qualifications Over the Next 3 Years: Most (61%) employers reported skills and/or qualifications that included: Staying up with technology and government requirements, Adobe Illustrator, Macromedia Freehand, Adobe Photoshop for print media, 3-D studio and modeling, scanner, modem transfer skills, new skills in Internet design, CD-ROM, Quark Xpress, PC's, and Corel Draw.

Obsolete Skills Over The Next 3 Years: Few employers reported mechanical production and manual drafting as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
40	0	40

Jobs: 1993 - 80 2000 - 120

Growth Rate: 50.0%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES		
Growth	Separations	Total
6	0	6

Jobs: 103 Occupation Size: Small

Growth Rate: 2.05% Much Faster Than Average

Projections: Estimates are from projections for Artists and Related Workers—OES Code 340350.

State and Nationwide Employment Outlook for Graphic Artists: Demand for Graphic Artists will be strong as producers of information, goods, and services put even more emphasis on visual appeal in product design, advertising, marketing, and television.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	0%	67%	33%	0%
Fully Experienced and Qualified:	11%	28%	50%	11%

Source Of Filled Vacancies Over the Last 12 Months:

Total Hired: 23 New Positions: 16/70% Employees Leaving: 6/26% Temporary: 1/4% Promotions: 0%

Outcome Of Firms' Employment In 1995: Grow - 50% Remain Stable - 33% Decline - 17%

Comments reported by employers included:

Growth: Increased volume and workload, new clients, advertising campaign, successful bid on projects, and company expansion.

Stability: Restructuring changes, budget cuts only reduced hours, and long-term employment met the needs of this position.

Decline: Work contracted out or moved to another site, consolidation, and lack of contracts.

Three-Year Projections For Firms' Employment: Grow - 44% Remain Stable - 50% Decline - 6%

Comments reported by employers included:

Growth: Continual increase in work, clients, and new projects, company is in growing mode because of the programs developed, focus is on pre-press, increased customer utilization, and business is staying optimistic.

Stability: No anticipated increase in budget, no definite projects in the works, no expansion of present procedures or changes, the hope to maintain government contracts, long-term employment needs met for the position, and working on 5-year plan.

Decline: Outsourcing study underway.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT
Employees' Referrals	67%
Newspaper Ads	61%
In-house Promotion or Transfer	44%
Networking and Art/Design School and	
Federal Hiring List and Primarily Local Ads	
and Search Firms and Word of Mouth	33%

SOURCE	PERCENT
Unsolicited Applicants	22%
Public School/Program Referrals	11%
Employment Development Dept.	6%
Private Employment Agencies	6%
Union Hall Referrals	0%
Private School Referrals.	0%

OTHER INFORMATION

Most (61%) employers do promote their employees to: Graphic Input Supervisor, Senior Designer, Designer, Drafting and Graphics Coordinator, Department Supervisor, Management, Department Manager, Senior Graphics Specialists, Department Head, CAD Operator, Project Manager, and Graphics Department Supervisor.

Local Area Network (LAN) Managers

Employers Responded: 17 • Employees Covered: 52

Local Area Network (LAN) Managers determine how to integrate a department's specific needs into the overall system, maintaining the internal network of PCs, workstations, printers, scanners, and databases. They direct the firm's computer environment, including computer hardware systems, software, applications software, and all configurations. They may make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They also monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems.

Common Job Titles Used by Responding Employers: Technical Support Analyst, Office Systems Analyst or Coordinator, Manager Distributed Systems, Client LAN Administrator, Technician or Manager, MIS Manager, Network Engineer, Manager, Administrator, Information Services Project Coordinator, Systems Administrator, Micro Computer Analyst, Programmer, Analyst, Client LAN Administrators, and Computer Specialist.

WAGES, HOURS, AND STATUS

	Range	Median
New employees with no prior experience	\$10.00 to \$11.99/hour	\$10.99/hour
New employees with prior experience	\$10.24 to \$29.00/hour	\$18.49/hour
Employees after three years	\$15.25 to \$30.06/hour	\$23.59/hour

Hours: Almost All employees (96%) work full-time—40 hours per work weighted average.

Status: Male: 77% Female: 23% Few employers have union status.

BENEFITS

Benefits Provided to Full-Time Employees	Percent of Firms Providing	Benefits Provided to PART-Time Employees	Percent of Firms Providing
Medical Insurance	100%	Dental Insurance	6%
Dental Insurance	100%	Medical Insurance	6%
Paid Vacation	88%	Paid Vacation	6%
Life Insurance	88%	Life Insurance	6%
Paid Sick Leave	82%	Paid Sick Leave	6%
Vision Insurance	71%	Vision Insurance	6%
Retirement Plan	65%	Retirement Plan	0%
Child Care	12%	Child Care	0%

Other benefits for full-time workers include: Long-Term Disability Insurance, Annual Leave, Comprehensive Annual Leave, 125 Plan, and 401K.

Other benefits for part-time workers include: 401K, Profit Share, Spin-Off Stockholder Option, and Long-Term Disability.

TRAINING, PRIOR EXPERIENCE, AND EDUCATION

Work Experience Required Prior to Employment:

Always - 88% Usually - 6% Sometimes - 6% Never - 0%

All employers require or prefer an average of 54 months or between 6 and 120 months of related experience. Some (33%) employers require Local Area Network (LAN) Manager experience that includes: Manager (48 months), Specialist (48 months), Engineer (36 months) and Administration (27 months). Some (27%) employers require network experience that includes: Manager (60 months), Administration (24 months), Analyst (24 months) and Technician (6 months). Other experience includes: Computer Based Business Systems (120 months), Technical Support Analyst (72 months), Administering Computer Systems (72 months), Micro Computer Specialist (60 months), Senior Information Services (48 months), Network/LAN Technician (24 months), Administrative Officer (12 months), Computer (12 months) and Electronic Technician (12 months).

TRAINING, PRIOR EXPERIENCE, AND EDUCATION (continued)

Training Acceptable as a Substitute for Work Experience:

Always - 0% Usually - 6% Sometimes - 53% Never - 41%

Required Training or Certification Prior to Employment: Many (47%) employers require an average of 29 months or between 6 and 48 months of training or certification that includes: Certified Network Analyst (24 months.), Certified Network Engineer (24 Months), NOVELL Network Certification (24 months), NOVELL training (9 Months), and Computer Based Business Systems (120 months). Some (38%) employers require a Bachelor of Science (BS) in Computer Science or a Business Degree.

Education Of Recent Hires:	Some College, No Degree	60%
	Associate (2 Year) Degree	20%
	Bachelor (4 Year) Degree	10%
	High School or Equivalent	10%

OTHER REQUIREMENTS

Computer Software Skills and Desired Qualifications: All employers seek computer skills and/or desired qualifications as follows:

Data Base: 71% Word Processing: 65% Spreadsheet: 59% Desktop Publishing: 35%

Other: 59%—LAN Networks, MS-DOS, Microsoft FoxPro and Access, Auto Cad, Internet, Network Computer Skills, Basic Programming, AS/400, AS/400 Environment-IBM Compatible, TCP/IP, Novell, Novell 3.12, Unix, PC's, Sun, Ethernet, Intranet, familiarity with system software although not necessarily the application use, ability to manage and control technical projects and deliverables, excellent analytical and communication skills, and positive "can-do" attitude.

New Skills and Desired Qualifications Over the Next 3 Years: Most (77%) employers reported skills and/or qualifications that included: Wide Area Network, cellular technology, programming, Windows 95, Windows NT, Novell 4.X and higher versions of Novell Netware will be standard, continual updating of operation systems ability, keeping current with technology, supervision, training skills, communications, upgrade technology information, telecommunications, intranet, telephone networking, and video teleconference.

Obsolete Skills Over The Next 3 Years: Few employers reported Novell Netware 2.X and 3.X, Windows 3.1, mainframe, and Macintosh as obsolete skills.

SIZE AND EMPLOYMENT OUTLOOK

1993 through 2000 Projections		
Growth	Separations	Total
680	250	930

Jobs: 1993 - 2250 2000 - 2930

Growth Rate: 30.2%

1997 ESTIMATED PROJECTIONS FROM 1993-2000 ESTIMATES		
Growth	Separations	Total
97	36	133

Jobs: 2639 Occupation Size: Very Large

Growth Rate: 1.24% Faster Than Average

Projections: Estimates are from projections for Computer Scientist, Related Workers—OES Code 251990.

State and Nationwide Employment Outlook for Computer Systems Analyst: The demand is expected to rise as organizations attempt to maximize the efficiency of their computer systems.

SUPPLY AND DEMAND ASSESSMENT

Degree Of Difficulty Employers Have In Finding Qualified Applicants:

	Not Difficult	Little Difficult	Somewhat Difficult	Very Difficult
Inexperienced:	50%	50%	0%	0%
Fully Experienced and Qualified:	18%	35%	41%	6%

Source Of Filled Vacancies Over the Last 12 Months: Almost All (94%) employers reported the following information:

Total Hired: 10 New Positions: 4/40% Promotions: 3/30% Employees Leaving: 3/30% Temporary: 0%

Outcome Of Firms' Employment In 1995: Grow - 29% Remain Stable - 71% Decline - 0%

Comments reported by employers included:

Growth: Replacing mainframe systems, more work, and position created to cover networks in accounting, drafting, and engineering.

Stability: Enough work for current employees, no change in business, and high-tech field is dependent on networking.

Three-Year Projections For Firms' Employment: Grow - 29% Remain Stable - 65% Decline - 6%

Comments reported by employers included:

Growth: Anticipating more business, position will expand, adding systems, and an increased client base.

Stability: No significant changes in projection, do not see real need for growth, not sure if position would be filled if vacated, hope that business decline at present will not affect this position, no planned recruitment due to budget, and working on new 5 year plan.

Decline: Facility closing.

PRIMARY RECRUITMENT METHODS

SOURCE	PERCENT
Newspaper Ads	65%
Employees' Referrals	47%
In-house Promotion or Transfer	35%
Private Employment Agencies	24%
Federal Vacancy Announcements and	
Network Professional Association	12%

SOURCE	PERCENT
Unsolicited Applicants	12%
Employment Development Dept.	6%
Public School/Program Referrals	6%
Union Hall Referrals	0%
Private School Referrals.	0%

OTHER INFORMATION

Most (76%) employers do promote their employees to: Office Systems Analyst, Manager, Director MIS, Supervisor, Chief Technician, Computer Analyst, Corporate Management, Network Engineers, Analysts, Information Systems Manager, Information and Referral Coordinator, Systems Analysts, Systems Administrator, Head of Operations, Computer Specialist, and Chief Technician

Appendix



Please return completed questionnaire to:
County of Ventura Workforce Development Div
105 Esplanade Drive, Suite 100
Oxnard, CA 93030

Phone: (805) 898-3669
Fax: (805) 898-4192

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME _____

POSITION _____

PHONE _____

FAX _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in Ventura County. Please call the number above if you have questions.

BIO-TECHNOLOGY RESEARCH ASSISTANTS

Bio-technology Research Assistants perform research and laboratory tasks for projects and products in collaboration with others. These projects incorporate the application of technology to living organisms in order to modify products or improve plants and animals. They exercise technical discretion in the design, execution or interpretation of experiments.

1. What job title(s) do you use for these duties _____ 005

2. How many employees do you currently have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per week do they work, on average?

	NUMBER OF EMPLOYEES	AVERAGE WEEKLY HOURS
Regular, Full Time:	_____ 020	_____ 030
Regular, Part Time:	_____ 030	_____ 040
Temporary Or On Call:	_____ 040	_____ 050
Seasonal:	_____ 050	_____ 060

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	_____ 021
vacancies resulting from people in permanent positions leaving your firm?	_____ 031
new permanent positions resulting from growth?	_____ 041
temporary or seasonal positions?	_____ 051

4. Of the employees you currently have in this occupation, how many are MALE? _____ 060 FEMALE? _____ 070

5. During the last year, did your firm's employment in this occupation? (Please Check One)

DECLINE ☐ 080 1 REMAIN STABLE ☐ 090 2 GROW ☐ 100 3
Why? _____ 401

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 110 3 REMAIN STABLE ☐ 120 2 GROW ☐ 130 1
Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 140 1 NO ☐ 150 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 160 4 SOMETIMES ☐ 170 3 USUALLY ☐ 180 2 ALWAYS ☐ 190 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414 (Months of Experience) 416 _____
(Job Title) 418 (Months of Experience) 419

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 201.1 A LITTLE DIFFICULT ☐ 201.2 SOMEWHAT DIFFICULT ☐ 201.3 VERY DIFFICULT ☐ 201.4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 201.1 A LITTLE DIFFICULT ☐ 201.2 SOMEWHAT DIFFICULT ☐ 201.3 VERY DIFFICULT ☐ 201.4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 201.1 SOMETIMES ☐ 201.2 USUALLY ☐ 201.3 ALWAYS ☐ 201.4

13. If training or certification is required prior to employment, please describe what is needed and how much

(Training or Certification Needed)

YES

(Months of Training)

NO

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL ☐ 140 ASSOCIATE (2 YEAR) DEGREE ☐ 141
HIGH SCHOOL OR EQUIVALENT ☐ 142 BACHELOR (4 YEAR) DEGREE ☐ 143
SOME COLLEGE, BUT NO DEGREE ☐ 144 GRADUATE STUDY ☐ 145

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 201.1 SPREADSHEET ☐ 201.2 DATABASE ☐ 201.3 DESKTOP PUBLISHING ☐ 201.4
Other (Please Specify): _____ COM _____ 201.5

16. Over the next three years, what new skills are needed to perform the first one of the occupation and what skills are becoming obsolete?

NEW SKILLS

OBSELETE SKILLS

400

400

401

401

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

New Hires With No Experience (Trained or Untrained)

BASE WAGE OR SALARY

TIPS OR COMMISSIONS

New Hires Who Are Experienced:
Experienced Employees After Three Years With Your Firm

\$ _____ 500
\$ _____ 501
\$ _____ 502

\$ _____ 503
\$ _____ 504
\$ _____ 505

Per: (Please Check One)

HOUR ☐ 506 -
MONTH ☐ 506.4

WEEK ☐ 506.5
YEAR ☐ 506.6

HOUR ☐ 507.1
MONTH ☐ 507.4

WEEK ☐ 507.5
YEAR ☐ 507.6

Other (Please specify):

☐ 508.1

Other:

☐ 507.7

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 201.1

NO ☐ 201.2

If yes, please specify: (Please Check All That Apply)

FULL-TIME

PART-TIME

FULL-TIME

PART-TIME

MEDICAL INSURANCE ☐ 509

☐ 510

PAID SICK LEAVE ☐ 511

☐ 512

☐ 513

DENTAL INSURANCE ☐ 514

☐ 515

PAID VACATION ☐ 516

☐ 517

☐ 518

VISION INSURANCE ☐ 519

☐ 520

RETIREMENT PLAN ☐ 521

☐ 522

☐ 523

LIFE INSURANCE ☐ 524

☐ 525

CHILD CARE ☐ 526

☐ 527

☐ 528

Other (Please Specify):

529

530

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 201.1

NO ☐ 201.2

If yes, please specify:

200

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check all that apply)

EMPLOYEES' REFERRALS ☐ 371

PUBLIC SCHOOL OR PROGRAM REFERRALS ☐ 372

☐ 373

RECRUIT VIA NEWSPAPER ADS ☐ 374

PRIVATE SCHOOL REFERRALS ☐ 375

☐ 376

PRIVATE EMPLOYMENT AGENCIES ☐ 377

EMPLOYMENT DEVELOPMENT DEPT. ☐ 378

☐ 379

HIRE UNSOLICITED APPLICANTS ☐ 380

UNION HALL REFERRALS ☐ 381

☐ 382

IN HOUSE PROMOTION OR TRANSFER ☐ 383

Other (Please specify):

☐ 384

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one)

YES ☐ 202.1

NO ☐ 202.2

Dear Information User:

The local efforts which produce this **Occupational Outlook Report** from the California Cooperative Occupational Information System (CCOIS) are supported financially by state and local agencies and employers. Your response to the following questions will help us to ensure our customers are satisfied with our products. Simply fold the postage-paid form in thirds, tape the bottom, and drop in a mailbox.

Please enter the report issue year on the line next to the Occupational Outlook Report you are evaluating:

<u>Year</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>
<u> </u> Alameda	<u> </u> Kings	<u> </u> Napa	<u> </u> San Diego	<u> </u> Santa Cruz
<u> </u> Butte	<u> </u> Los Angeles	<u> </u> North Central	<u> </u> San Francisco	<u> </u> Shasta
<u> </u> Contra Costa	<u> </u> Madera	<u> </u> Sta. California	<u> </u> San Joaquin	<u> </u> Solano
		Counties		
<u> </u> Fresno	<u> </u> Merced	<u> </u> Orange	<u> </u> San Luis Obispo	<u> </u> Sonoma
<u> </u> Golden Sierra	<u> </u> Mendocino	<u> </u> Riverside	<u> </u> San Mateo	<u> </u> Stanislaus
<u> </u> Humboldt	<u> </u> Merced	<u> </u> Sacramento/Yolo	<u> </u> Santa Barbara	<u> </u> Tulare
<u> </u> Imperial	<u> </u> Monterey	<u> </u> San Benito	<u> </u> Santa Clara (NOVA)	<u> </u> Ventura
<u> </u> Kern/Inyo/Mono	<u> </u> Mother Lode	<u> </u> San Bernardino		

Please rank from 1-3 (1 being the highest) how your organization uses CCOIS information:

<u> </u> Career Counseling	<u> </u> Research Tool
<u> </u> Classroom Training/Course Program/Planning	<u> </u> Business Location/Expansion
<u> </u> Compensation Decision	<u> </u> Economic Development
<u> </u> JTPA/GAIN/Rehabilitative Plan/Requirement	<u> </u> Other (specify) _____
<u> </u> Placement	

Please rank from 1-3 (1 being the highest) the part(s) of the OOR(s) you use the most:

<u> </u> Wages and Benefits	<u> </u> Trended Projections	<u> </u> Training, educational requirements, experience	<u> </u> Supply/Demand
<u> </u> Employment Industries	<u> </u> Skill Importance	<u> </u> Other (specify) _____	

Please tell us, using specifics, what the value of our information is to you and/or your organization (e.g. cost savings; number of surveys avoided; number of training programs added, modified, or deleted; number using the information; etc.):

What are your unmet needs?

What type of organization best describes your organization (**SELECT ONE**):

School	Private Business (other than Schools)	Government/Non-Profit (other than Schools)
<input type="checkbox"/> High School	<input type="checkbox"/> Vocational Rehabilitation Agency	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Community College	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Public Rehabilitation Agency
<input type="checkbox"/> College/University	<input type="checkbox"/> Other Private Business (specify) _____	<input type="checkbox"/> Welfare/GAIN
<input type="checkbox"/> Adult Vocational Education (other than Community College)		<input type="checkbox"/> Other Government/Non-Profit (specify) _____
<input type="checkbox"/> Other School (specify) _____		

Do you wish to continue receiving this report? ☐ Yes ☐ No, please remove my name from the mailing list.

Your Name _____ Organization Name _____
 Mailing Address _____
 City/State/Zip _____ Telephone Number (____) _____

Thank you.



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